



**REGULAR MEETING OF THE
CHARTER TOWNSHIP OF COMSTOCK TOWNSHIP
BOARD**

**MONDAY, JULY 20, 2026 at 6:00 PM
NOTICE AND AGENDA
5858 KING HIGHWAY
KALAMAZOO, MI 49048**

I. Call to Order

II. Pledge of Allegiance to the Flag of the United States of America

III. Approval of Agenda

- Motion to Approve Agenda

IV. Public Comment(s) on Agenda Items Only

A citizen may state their name and address and may speak only one time, for no more than three (3) minutes. This time may not be given to another citizen to extend their time. The person speaking has the floor and no other citizen shall speak during someone else's time. During this time, you will be making statements to the Board, without discussion from the Board members, but you are welcome to make an appointment with the Supervisor to discuss your comments further (their contact information is located by the door). Please keep comments clean and respectful.

Approved by the Township Board on February 24, 2025.

V. Announcements for Departments/Boards/Commissions

VI. Consent Agenda

The purpose of the Consent Agenda is to expedite Business by grouping non-controversial items together to be dealt with in one Board Motion without discussion. Any member of the public, board, or staff may ask that any item of the Consent Agenda be removed and places elsewhere on the agenda for full discussion. Such requests will be automatically respected. Approval of all of the items on the Consent Agenda shall be accomplished by a single majority vote.

A. Approval Of:

- Budget Adjustments
- Bills Payable July 21, 2026
- Meeting Minutes from July 06, 2026

VII. Presentation(s)

VIII. Business

Fire & Rescue

New Station 9-3 Construction Bid Approval Request

New Station 9-3 - Phase 3 Architectural Services

Requesting approval for the Fire Department to join the Kalamazoo Technical Rescue Team.

Tentative approval for a Mobile Barrier and Chassis for over \$566,000.00 through the State of Michigan Appropriations Request - Senator Sean McCann's Office

Sincere Appreciation for Joint Response from Kalamazoo Township Fire Department- Technical Rescue Incident - July 3, 2026

Planning & Zoning

Clerk

August 4th Primary Election Report

Treasurer

Cell Tower Proximity to Fire Station

First Reading of Ord 571 - Zoning Ordinance Amendment for Planning Unit Development (PUD)

Trustee

Supervisor

Casper Street Traffic Calming Study

Appointment of Wellhead Protection Ordinance Administrators

Resolution #2026-11 to Adopt Millage Ballot Language

Sheriff Contract & Possible Action

EPS Security Update

Finance

IX. Reports

- Cash Summary by Fund - June 2026
- Cash Summary by Bank Account - June 2026
- Quarterly Investment Report - 2nd Quarter 2026
- June 2026 Sheriff's Reports
- June 2026 KABA Reports
- Bills Paid July 21, 2026

X. Informational/Future Action Items

- FOIA Requests

XI. Public Comment(s) on Agenda and Non-Agenda Items

A citizen may state their name and address and may speak only one time, for no more than three (3) minutes. This time may not be given to another citizen to extend their time. The person speaking has the floor and no other citizen

shall speak during someone else's time. During this time, you will be making statements to the Board, without discussion from the Board members, but you are welcome to make an appointment with the Supervisor to discuss your comments further (their contact information is located by the door). Please keep comments clean and respectful.

Approved by the Township Board on February 24, 2025.

XII. Members Comments

XIII. Adjournment



MEMO

Charter Township of Comstock Township Board July 20, 2026

From: Bret Padgett

Re: Budget Adjustments

See attached for budget adjustments that need to be made.

Attachments:

[Budget adjustments 7-20-26.pdf](#)

Purpose	Account number	Account Description	Amount
To reallocate planning and zoning budget	101-703-702.000	SALARIES AND WAGES	(43,000.00)
	101-703-709.000	PAYROLL TAXES	(3,700.00)
	101-703-716.000	PENSION	(6,000.00)
	101-703-725.000	FRINGE BENEFITS	(2,595.00)
	101-703-801.000	CONTRACTED SERVICES	25,000.00
To reallocate finance director budget	101-209-702.000	SALARIES AND WAGES	(42,000.00)
	101-209-709.000	PAYROLL TAXES	(3,500.00)
	101-209-716.000	PENSION	(7,000.00)
	101-209-725.000	FRINGE BENEFITS	(5,500.00)
	101-253-702.000	SALARIES AND WAGES	25,000.00
	101-253-709.000	PAYROLL TAXES	1,600.00
	101-253-716.000	PENSION	2,600.00
To reallocate superintendent budget	101-253-725.000	FRINGE BENEFITS	2,000.00
	101-172-702.000	SALARIES AND WAGES	(72,000.00)
	101-172-709.000	PAYROLL TAXES	(4,000.00)
	101-172-716.000	PENSION	(11,900.00)
	101-172-725.000	FRINGE BENEFITS	(11,800.00)
	101-171-702.000	SALARIES AND WAGES	15,000.00
	101-171-709.000	PAYROLL TAXES	1,600.00
	101-171-716.000	PENSION	2,600.00
To increase ordinance line for second officer and increase contracted services	101-171-725.000	FRINGE BENEFITS	18,000.00
	101-301-702.000	SALARIES AND WAGES	31,000.00
	101-301-709.000	PAYROLL TAXES	2,480.00
	101-301-716.000	PENSION	4,030.00
	101-301-725.000	FRINGE BENEFITS	13,500.00
	101-301-731.000	SUPPLIES/EQUIPMENT OPERATIONS	10,000.00
Superintendent severance	101-301-801.000	CONTRACTED SERVICES	5,000.00
	101-172-999.000	UNUSUAL/INFREQUENT ITEMS	424,993.25



MEMO

Charter Township of Comstock Township Board July 20, 2026

From: Nicole Shook, Clerk Assistant/Deputy Clerk

Re: Bills Payable July 21, 2026

Please see attached

Attachments:

[Bills Payable_July 21 2026.pdf](#)

INVOICE DISTRIBUTION REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

EXP CHECK RUN DATES 07/21/2026 - 07/21/2026

POSTED AND UNPOSTED OPEN AND PAID

BANK ACCOUNTS: GEN - GENERAL (COMMON) DISBURSEMENTS - CHECK TYPE: PAPER CHECK

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 000 GENERAL					
101-000-850.000	COMMUNICATIONS	METRONET	FIBER INTERNET	412.20	164976
			Total Department 000 GENERAL	412.20	
Department: 262 ELECTIONS					
101-262-727.000	OFFICE SUPPLIES/EQUIPMENT	D & D PRINTING	BUSINESS CARDS- ERA	52.50	164975
			Total Department 262 ELECTIONS	52.50	
Department: 528 RUBBISH COLLECTION/DISPOSAL					
101-528-731.000	SUPPLIES/EQUIPMENT - OPERA	SIGN CENTER	SIGNS FOR TRANSFER STATION	135.00	164978
101-528-930.000	LAND/BUILDING REPAIRS AND	SITE ONE LANDSCAPE SUPPLY	GRASS SEED FOR COMPACTOR	238.33	164979
			Total Department 528 RUBBISH COLLECTION/DISPOSAL	373.33	
Department: 703 COMMUNITY DEVELOPMENT					
101-703-960.000	EDUCATION & TRAINING	MICHIGAN ASSOCIATION OF PLA GROUP	MEMBERSHIP 2025	60.00	164977
			Total Department 703 COMMUNITY DEVELOPMENT	60.00	
			Total Fund 101 GENERAL FUND	898.03	

INVOICE DISTRIBUTION REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

EXP CHECK RUN DATES 07/21/2026 - 07/21/2026

POSTED AND UNPOSTED OPEN AND PAID

BANK ACCOUNTS: GEN - GENERAL (COMMON) DISBURSEMENTS - CHECK TYPE: PAPER CHECK

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
---	TOTALS BY FUND ---				
		101	GENERAL FUND	898.03	



MEMO

Charter Township of Comstock Township Board July 20, 2026

From: Nicole Shook, Clerk Assistant/Deputy Clerk
Re: Meeting Minutes from July 06, 2026

Please see attached

Attachments:
[DRAFT_Minutes_07-06-2026.pdf](#)

**MINUTES OF THE REGULAR MEETING OF THE
CHARTER TOWNSHIP OF COMSTOCK TOWNSHIP BOARD
KALAMAZOO COUNTY, MICHIGAN
JULY 6, 2026**

CALL TO ORDER

Attendee Name	Title	Status
Ben Martin	Supervisor	Present
Nicole Beauchamp	Clerk	Present
Sandy Bloomfield	Treasurer	Present
Jerry Amos	Trustee	Present
Kristie Cherry	Trustee	Absent
Terry McIver	Trustee	Present
Bob Pratt	Trustee	Present
Rob Thall	Attorney	Present

The meeting was called to order at 6:00 pm. Approximately 36 people were in attendance.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

Supervisor Ben Martin requested an adjustment under Supervisor to move the ordinance report after Closed Session.

Clerk Nicole Beauchamp made a motion to approve the agenda as amended.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clerk Nicole Beauchamp
SECONDER:	Treasurer Sandy Bloomfield
AYES:	Supervisor Ben Martin, Clerk Nicole Beauchamp, Treasurer Sandy Bloomfield, Trustee Jerry Amos, Trustee Terry McIver, Trustee Bob Pratt
ABSENT:	Trustee Kristie Cherry

PUBLIC COMMENT(S) ON AGENDA ITEMS ONLY

Two members of the public spoke during public comment.

ANNOUNCEMENTS FOR DEPARTMENTS/BOARDS/COMMISSIONS

County Commissioner John Gisler shared updates on the August Primary Election Public Accuracy Test, the Child Care Millage, the Career Connect Campus, and the County Commissioners' special meetings regarding the County Administrator replacement.

CONSENT AGENDA

Trustee Bob Pratt requested a correction to the June 15, 2026, meeting minutes, noting that the vote on page 9 regarding the building fob issue was not unanimous, as he voted no.

Clerk Nicole Beauchamp made a motion to approve the Consent Agenda with the amendments.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clerk Nicole Beauchamp
SECONDER:	Trustee Bob Pratt
AYES:	Supervisor Ben Martin, Clerk Nicole Beauchamp, Treasurer Sandy Bloomfield, Trustee Jerry Amos, Trustee Terry McIver, Trustee Bob Pratt
ABSENT:	Trustee Kristie Cherry

- Meeting Minutes from June 15, 2026
- Meeting Minutes from June 18, 2026
- Bills Payable: July 7, 2026

PRESENTATION(S)

- Audit Presentation
Matt Smith of Vredevelde Haefner LLC presented the audited financial statements, reviewed the governance letter and audit report, and provided a brief update.

BUSINESS

FIRE & RESCUE

No business at this time.

PLANNING & ZONING

Wesley Farms Step 3 Approval

Attorney Rob Thall presented the final approval for Phase 3 of the Wesley Farms condominium project, recommending approval contingent upon verification of remaining requirements and review of the master deed and bylaws.

Clerk Nicole Beauchamp made a motion to approve the Wesley Farms Step 3 approval, conditional on the final review and approval of the attorney's review of the master deed and bylaws.

RESULT:	PASSED [5 TO 1]
MOVER:	Clerk Nicole Beauchamp
SECONDER:	Trustee Terry McIver
AYES:	Supervisor Ben Martin, Clerk Nicole Beauchamp, Treasurer Sandy Bloomfield, Trustee Terry McIver, Trustee Bob Pratt
NAYS:	Trustee Jerry Amos
ABSENT:	Trustee Kristie Cherry

CLERK

August 4th Election Report

Clerk Nicole Beauchamp provided information on voting options for the August 4 Primary Election, including absentee, early in-person, and Election Day voting. She reported that 3,235 absentee ballots had been mailed, with 13% returned. Early voting will be held July 25 through August 2 at the Comstock Township Hall for Comstock and Galesburg voters. Election Day polls will be open from 7:00 a.m. to 8:00 p.m.

TREASURER

Wall That Heals Presentation

General Robert Seacrest, Vice Chair of the Calhoun County Red, White and Blue Foundation, announced that The Wall that Heals will be displayed at Harper Creek High School in Battle Creek from August 18–23 as part of the nation's 250th anniversary commemoration.

Senior Millage Discussion

Director of Comstock Community Center, Mary Gustas, provided an update on the County Senior Millage. Mary Gustas expressed concerns about the distribution of county senior millage funds and the services they support, emphasizing the need for greater transparency in how funds are allocated.

Deputy Treasurer Full Time Position

Treasurer Sandy Bloomfield brought back for board discussion the need for a full-time Deputy Treasurer to address the increased workload during tax season. Treasurer Bloomfield stressed the need for the position, while trustees discussed proper hiring procedures and candidate qualifications.

Treasurer Sandy Bloomfield made a motion that we offer Deputy Treasurer William Knight the position with a base salary of \$40,000 plus benefits, with the contingency of passing the checks of drug and background check and a credit check, per the employee policy.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Treasurer Sandy Bloomfield
SECONDER:	Clerk Nicole Beauchamp
AYES:	Supervisor Ben Martin, Clerk Nicole Beauchamp, Treasurer Sandy Bloomfield, Trustee Jerry Amos, Trustee Terry McIver, Trustee Bob Pratt
ABSENT:	Trustee Kristie Cherry

TRUSTEE

No business at this time.

SUPERVISOR

Township Property Update

Supervisor Ben Martin provided updates on the Township Hall roof and Transfer Station, including estimated roof replacement costs of \$80,000 and an upcoming EGLE permit.

Homeless Committee Update & Possible Action

Supervisor Ben Martin provided an update on the Homeless Committee, noting that Attorney Rob Thall drafted an ordinance for review at the next Homeless Committee meeting.

Supervisor Ben Martin made a motion to authorize Attorney Thall to attend a Homeless Committee Meeting one time in person.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Supervisor Ben Martin
SECONDER:	Treasurer Sandy Bloomfield
AYES:	Supervisor Ben Martin, Clerk Nicole Beauchamp, Treasurer Sandy Bloomfield, Trustee Jerry Amos, Trustee Terry McIver, Trustee Bob Pratt
ABSENT:	Trustee Kristie Cherry

EPS Security Update

Supervisor Ben Martin provided an update on Township Hall safety, including security measures, emergency response concerns, and recommended improvements.

Closed Session

Clerk Nicole Beauchamp made a motion that the Township Board meet in a closed session under Section 8 (1) (a) of the Open Meetings Act, to discuss a personnel evaluation requested by Dakota Szczepanski.

RESULT: PASSED [UNANIMOUS]
MOVER: Clerk Nicole Beauchamp
SECONDER: Trustee Jerry Amos
AYES: Supervisor Ben Martin, Clerk Nicole Beauchamp, Treasurer Sandy Bloomfield, Trustee Jerry Amos, Trustee Terry McIver, Trustee Bob Pratt
ABSENT: Trustee Kristie Cherry

Treasurer Sandy Bloomfield made a motion to exit closed session.

RESULT: PASSED [UNANIMOUS]
MOVER: Treasurer Sandy Bloomfield
SECONDER: Trustee Jerry Amos
AYES: Supervisor Ben Martin, Clerk Nicole Beauchamp, Treasurer Sandy Bloomfield, Trustee Jerry Amos, Trustee Terry McIver, Trustee Bob Pratt
ABSENT: Trustee Kristie Cherry

Clerk Nicole Beauchamp made a motion to approve an increase in Dakota's pay to a new pay rate of \$30 per hour.

RESULT: PASSED [UNANIMOUS]
MOVER: Clerk Nicole Beauchamp
SECONDER: Trustee Jerry Amos
AYES: Supervisor Ben Martin, Clerk Nicole Beauchamp, Treasurer Sandy Bloomfield, Trustee Jerry Amos, Trustee Terry McIver, Trustee Bob Pratt
ABSENT: Trustee Kristie Cherry

Ordinance Report

Ordinance Officer, Dakota Szczepanski provided ordinance updates for June, reporting on court appearances, citations, complaints, cases, violations, and completed corrections.

FINANCE

- June 2026 Fire Department Public Relations Report
- Bills Paid: July 2, 2026
- June 2026 Fire Department Incident Report
- March & April Attorney Bills

INFORMATIONAL/FUTURE ACTION ITEMS

- FOIA Requests

PUBLIC COMMENT(S) ON AGENDA AND NON-AGENDA ITEMS

four members of the public spoke during public comment.

MEMBERS COMMENTS

Board member comments were heard.

ADJOURNMENT

The meeting was adjourned at 9:24 pm.

Minutes signatures

Attested:

Nicole Beauchamp, Township Clerk

Ben Martin, Township Supervisor

DRAFT



MEMO

Charter Township of Comstock Township Board July 20, 2026

From: Matt Beauchamp, Fire Chief

Re: New Station 9-3 Construction Bid Approval Request

Recommending approving the Fire Station 9-3 construction bid from CSM Group for \$11,008,057.00.

This includes 2 bid alternatives, including a lighting protection system (\$60,000) and glazed Concrete Masonry Unit (CMU) (\$63,000) as indicated in the room finish schedule. Base bid: \$10,885,057.00, adding \$60,000 and \$63,000.

The updated project budget would be as follows:

\$2,291,943.00 - Soft Costs/Contingency (Architectural/Engineering & Owner-provided equipment)

\$11,008,057.00 - Construction Cost

\$13,500,000.00 - Total Cost

The following construction bids were received;

- CSM Group
- Miller Davis
- Kalleward Group
- Cornerstone Construction
- Schweitzer
- Carbonsix

The construction bid scoring committee consisted of;

- Brian Kane – JPR Senior Architect
- Katie Bush – Parks Director
- Matt Beauchamp – Fire Chief
- Kevin Thompson – Deputy Chief
- Mike Meulman – Assistant Chief
- Kerrie Beauchamp – Executive Administrative Assistant
- Matt Watts – Technical Advisor

The evaluation committee utilized a standardized rating sheet consisting of: Experience and Plan/Equipment Questionnaire. Extensive reference checks were conducted for the 4 bidders with the highest score: CSM, Kalleward Group, Miller Davis, and Cornerstone Construction.

The Adjusted Price is the Total Bid (with Accepted Alternates) divided by the Weighted Score. The Adjusted Price provides the best overall value to the taxpayers (lower the Adjusted Price, the better). Each scoring sheet includes the methodology explanation as well.

Attachments:

[Station 9-3 Bid Tab 07-13-2026 FINAL \(002\).pdf](#)
[Station 9-3 Bid Tab Scoring 07-14-2026.pdf](#)
[Station 9-3 Bid Evaluation Form_2026_07-14 CSM Group.pdf](#)
[Station 9-3 Bid Evaluation Form_2026_07-14 Kalleward Group.pdf](#)
[Station 9-3 Bid Evaluation Form_2026_07-14 Miller Davis.pdf](#)
[Station 9-3 Bid Evaluation Form_2026_07-14 Cornerstone.pdf](#)
[Station 9-3 Bid Evaluation Form_2026_07-14 Schweitzer.pdf](#)
[Station 9-3 Bid Evaluation Form_2026_07-14 Carbonsix.pdf](#)
[CSM Group Bid Proposal.pdf](#)
[Kalleward Bid Proposal.pdf](#)
[Miller Davis Bid Proposal.pdf](#)
[Cornerstone Construction Mgt Bid Proposal.pdf](#)
[Schweitzer Bid Proposal.pdf](#)
[Carbonsix Bid Proposal.pdf](#)
[2026-07-13 Front End Documents Station 9-3 REV5.pdf](#)
[Comstock Fire Station 9-3 plans-sections-elevations.pdf](#)

Jones Petrie Rafinski

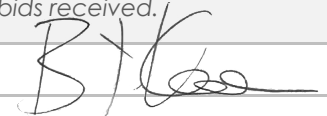
325 S Lafayette Blvd

South Bend, IN 46601

574-232-4388

jpr1source.com

Project Number	2025-01576
Project Name	New Fire Station 9-3
Architect	Jones Petrie Rafinski
Bid Date	07/13/26
Location	Fire Station 9-1
Architect's Est.	

Date	07/14/26
Name	Brian T. Kane
Title	Project Architect
I, the undersigned, certify that this is a true tabulation of bids received.	
Signature	

Bids for Additive or Deductive Alternatives

Remove Training Tower (in its entirety)	Remove fifth app bay (in its entirety)	Include lightning protection system	Provide glazed CMU as indicated in the room finish schedule	N/A
Not Accepted	Not Accepted	Accepted	Accepted	

Bidder	Base Bid	ALT 1	ALT 2	ALT 3	ALT 4	N/A	Total Bid (auto-calculates)	Total Bid with Accepted Alternates (auto-calculates)	Bid Bond Attached	Contractor's Non-Collusion and Non-Debarment Affidavit	Responsible Bidder Checklist	Part II/ Section I Experience Questionnaire	Part II/ Section II Plan and Equipment Questionnaire	Notes
Miller Davis	\$ 11,271,110.00	\$ (300,375.00)	\$ (261,635.00)	\$ 63,000.00	\$ 62,655.00	\$ -	\$ 10,834,755.00	\$ 11,396,765.00	X	X	X	X	N	
Kalleward Group	\$ 10,893,000.00	\$ (475,500.00)	\$ (340,000.00)	\$ 66,900.00	\$ 69,600.00	\$ -	\$ 10,214,000.00	\$ 11,029,500.00	X	X*	X	X	X	* Submitted 7/14/26 because documents were inadvertently adhered to another document and did not make it into the bid packet
Carbonsix	\$ 11,047,000.00	\$ (270,000.00)	\$ (330,000.00)	\$ 69,000.00	\$ 155,000.00	\$ -	\$ 10,671,000.00	\$ 11,271,000.00	X	X	X	X	X	
Cornerstone Construction	\$ 10,130,500.00	\$ (318,500.00)	\$ (251,700.00)	\$ 48,700.00	\$ 68,000.00	\$ -	\$ 9,677,000.00	\$ 10,247,200.00	X	X	X	X	X	
CSM Group	\$ 10,885,057.00	\$ (252,097.00)	\$ (144,422.00)	\$ 60,000.00	\$ 63,000.00	\$ -	\$ 10,611,538.00	\$ 11,008,057.00	X	X	X	X	X	
Schweitzer	\$ 11,984,000.00	\$ (302,000.00)	\$ (199,000.00)	\$ 75,300.00	\$ 72,300.00	\$ -	\$ 11,630,600.00	\$ 12,131,600.00	X	N	X	X	X	

Jones Petrie Rafinski

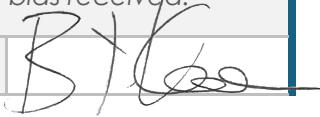
325 S Lafayette Blvd

South Bend, IN 46601

574-232-4388

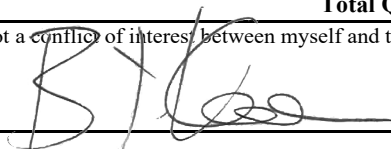
jpr1source.com

Project Number	2025-01576
Project Name	New Fire Station 9-3
Architect	Jones Petrie Rafinski
Bid Date	07/13/26
Location	Fire Station 9-1
Architect's Est.	

Date	07/14/26
Name	Brian T. Kane
Title	Project Architect
I, the undersigned, certify that this is a true tabulation of bids received.	
Signature	

Bids for Additive or Deductive Alternatives									
		Remove Training Tower (in its entirety)	Remove fifth app bay (in its entirety)	Include lightning protection system	Provide glazed CMU as indicated in the room finish schedule	N/A			
		Not Accepted	Not Accepted	Accepted	Accepted				
Bidder	Base Bid	ALT 1	ALT 2	ALT 3	ALT 4	N/A	Weighted Score	Total Bid with Accepted Alternates (auto-calculates)	Adjusted Price (Total Bid/ Weighted Score)
Miller Davis	\$ 11,271,110.00			\$ 63,000.00	\$ 62,655.00	\$ -	84	\$ 11,396,765.00	\$ 135,675.77
Kalleward Group	\$ 10,893,000.00			\$ 66,900.00	\$ 69,600.00	\$ -	91	\$ 11,029,500.00	\$ 121,203.30
Carbonsix	\$ 11,047,000.00			\$ 69,000.00	\$ 155,000.00	\$ -	13	\$ 11,271,000.00	\$ 867,000.00
Cornerstone Construction	\$ 10,130,500.00			\$ 48,700.00	\$ 68,000.00	\$ -	53	\$ 10,247,200.00	\$ 193,343.40
CSM Group	\$ 10,885,057.00			\$ 60,000.00	\$ 63,000.00	\$ -	93	\$ 11,008,057.00	\$ 118,366.20
Schweitzer	\$ 11,984,000.00			\$ 75,300.00	\$ 72,300.00	\$ -	41	\$ 12,131,600.00	\$ 295,892.68

Qualifications Submittal Rating Sheet

Bidder Team: CSM Group		Date: 07/14/2026		Score		Weight	Weighed Score
Scorer: Scoring Committee		Superior		2			
		Adequate		1			
		Deficient		-1			
Category	Description	Inadequate		-2			
(1)	Experience Questionnaire						
	a. Contractor's completed projects within the last one (1) year		2		10	20	
	b. Contractor's public works projects completed within the last five (5) years		2		10	20	
	c. Information on any failure to complete work that was awarded		1		3	3	
	d. Contractors references from private firms for which work was performed		1		5	5	
(2)	Plan and Equipment Questionnaire						
	a. Explanation of plan or layout for performing proposed work (Examples could include a narrative of when you could begin work, complete the project, number of workers, etc. and any other information which you believe would enable Charter Township of Comstock to consider your bid.)		2		15	30	
	b. Listing of the names and addresses of all subcontractors used on public works projects in last 5 years who will be a part of new Station 9-3 project, along with a brief description of the work done by each subcontractor.		1		5	5	
	c. If you intend to sublet any portion of the work, attach the name and address of each subcontractor, equipment to be used by the subcontractor, and whether you will require a bond. However, if you are unable to currently provide a listing, please understand a listing must be provided prior to contract approval. Until the completion of the proposed project, you are under a continuing obligation to immediately notify Charter Township of Comstock in the event that you subsequently determine that you will use a subcontractor on the proposed project.		1		5	5	
	d. Listing of equipment available to use for the proposed project		1		3	3	
	e. Have you entered into contracts or received offers for all materials which substantiate the prices used in preparing your proposal? If not, attach an explanation for the rationale used which would corroborate the prices listed		1		2	2	
Total Qualifications Rating Sheet					93		
I certify that there is not a conflict of interest between myself and the design-builder named above. Scorer Signature: 							

Proposal Rating Sheet

The technical review committee will review the bid proposals and establish a score for each proposal based on the factors, weighting, and process identified in the Request for Proposals.

Methodology:

- 1) **Unweighted score:** Every Respondent will be scored individually by the TRC on the criteria listed in the *Qualifications Submittal Rating Sheet*. The TRC will first award an unweighted score to each factor on the rating sheet.

Respondents will be scored using the values -2 through 2 as indicated on the rating sheet. Each factor will be evaluated as follows:

Superior: The proposal has met and exceeded all the of the requirements in the Request for Proposals (e.g. through innovative solutions, quality of design, specialty features, etc.).

Adequate: The proposal has met all the requirements described in the Request for Proposals.

Deficient: The proposal has not met the requirements in the Request for Proposal through minor incomplete information.

Inadequate: The proposal has not met the requirements in the Request for Proposal through major incomplete information, or missing information completely.

- 2) **Weighted Score:**

Scores for each factor will be multiplied by the assigned weighted value provided in the “Weight” column to produce a “Weighted Score.” The Weighted Score will be tabulated at the bottom of the sheet as the “Weighted Composite Score.”

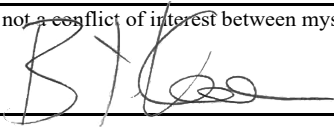
- 3) **Adjusted Price:**

The adjusted price will be determined by dividing each Respondent’s Total Bid Price by the *TRC Weighted Composite Score*. A score of zero or a negative score will disqualify the proposal.

- 4) **Accepting or Rejection of Proposals**

- 5) The Respondent with the lowest Adjusted Price providing the best value to the taxpayer will be recommended to the Township. The Township is not required to accept the recommended nor the lowest price proposal and may reject any and all proposals. The Township will make a rejection of all proposals in a written document that states the reasons for rejecting proposals.

Qualifications Submittal Rating Sheet

Bidder Team: Kalleward Group		Date: 07/14/2026		Score		Weight	Weighed Score
Scorer: Scoring Committee		Superior		2			
		Adequate		1			
		Deficient		-1			
Category	Description	Inadequate		-2			
(1)	Experience Questionnaire						
	a. Contractor's completed projects within the last one (1) year		2		10	20	
	b. Contractor's public works projects completed within the last five (5) years		2		10	20	
	c. Information on any failure to complete work that was awarded		1		3	3	
	d. Contractors references from private firms for which work was performed		2		5	10	
(2)	Plan and Equipment Questionnaire						
	a. Explanation of plan or layout for performing proposed work (Examples could include a narrative of when you could begin work, complete the project, number of workers, etc. and any other information which you believe would enable Charter Township of Comstock to consider your bid.)		1		15	15	
	b. Listing of the names and addresses of all subcontractors used on public works projects in last 5 years who will be a part of new Station 9-3 project, along with a brief description of the work done by each subcontractor.		2		5	10	
	c. If you intend to sublet any portion of the work, attach the name and address of each subcontractor, equipment to be used by the subcontractor, and whether you will require a bond. However, if you are unable to currently provide a listing, please understand a listing must be provided prior to contract approval. Until the completion of the proposed project, you are under a continuing obligation to immediately notify Charter Township of Comstock in the event that you subsequently determine that you will use a subcontractor on the proposed project.		1		5	5	
	d. Listing of equipment available to use for the proposed project		2		3	6	
	e. Have you entered into contracts or received offers for all materials which substantiate the prices used in preparing your proposal? If not, attach an explanation for the rationale used which would corroborate the prices listed		1		2	2	
Total Qualifications Rating Sheet					91		
I certify that there is not a conflict of interest between myself and the design-builder named above. Scorer Signature: 							

Proposal Rating Sheet

The technical review committee will review the bid proposals and establish a score for each proposal based on the factors, weighting, and process identified in the Request for Proposals.

Methodology:

- 1) **Unweighted score:** Every Respondent will be scored individually by the TRC on the criteria listed in the *Qualifications Submittal Rating Sheet*. The TRC will first award an unweighted score to each factor on the rating sheet.

Respondents will be scored using the values -2 through 2 as indicated on the rating sheet. Each factor will be evaluated as follows:

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Adequate: The proposal has met all the requirements described in the Request for Proposals.

Deficient: The proposal has not met the requirements in the Request for Proposal through minor incomplete information.

Inadequate: The proposal has not met the requirements in the Request for Proposal through major incomplete information, or missing information completely.

- 2) **Weighted Score:**

Scores for each factor will be multiplied by the assigned weighted value provided in the “Weight” column to produce a “Weighted Score.” The Weighted Score will be tabulated at the bottom of the sheet as the “Weighted Composite Score.”

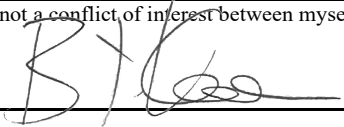
- 3) **Adjusted Price:**

The adjusted price will be determined by dividing each Respondent’s Total Bid Price by the *TRC Weighted Composite Score*. A score of zero or a negative score will disqualify the proposal.

- 4) **Accepting or Rejection of Proposals**

- 5) The Respondent with the lowest Adjusted Price providing the best value to the taxpayer will be recommended to the Township. The Township is not required to accept the recommended nor the lowest price proposal and may reject any and all proposals. The Township will make a rejection of all proposals in a written document that states the reasons for rejecting proposals.

Qualifications Submittal Rating Sheet

Bidder Team: Miller Davis		Date: 07/14/2026		Score		Weight	Weighed Score
Scorer: Scoring Committee		Superior		2			
		Adequate		1			
		Deficient		-1			
Category	Description	Inadequate		-2			
(1)	Experience Questionnaire						
	a. Contractor's completed projects within the last one (1) year		2		10	20	
	b. Contractor's public works projects completed within the last five (5) years		2		10	20	
	c. Information on any failure to complete work that was awarded		1		3	3	
	d. Contractors references from private firms for which work was performed		1		5	5	
(2)	Plan and Equipment Questionnaire						
	a. Explanation of plan or layout for performing proposed work (Examples could include a narrative of when you could begin work, complete the project, number of workers, etc. and any other information which you believe would enable Charter Township of Comstock to consider your bid.)		2		15	30	
	b. Listing of the names and addresses of all subcontractors used on public works projects in last 5 years who will be a part of new Station 9-3 project, along with a brief description of the work done by each subcontractor.		1		5	5	
	c. If you intend to sublet any portion of the work, attach the name and address of each subcontractor, equipment to be used by the subcontractor, and whether you will require a bond. However, if you are unable to currently provide a listing, please understand a listing must be provided prior to contract approval. Until the completion of the proposed project, you are under a continuing obligation to immediately notify Charter Township of Comstock in the event that you subsequently determine that you will use a subcontractor on the proposed project.		1		5	5	
	d. Listing of equipment available to use for the proposed project		-2		3	-6	
	e. Have you entered into contracts or received offers for all materials which substantiate the prices used in preparing your proposal? If not, attach an explanation for the rationale used which would corroborate the prices listed		1		2	2	
Total Qualifications Rating Sheet					84		
I certify that there is not a conflict of interest between myself and the design-builder named above. Scorer Signature: 							

Proposal Rating Sheet

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Deficient: The proposal has not met the requirements in the Request for Proposal through minor incomplete information.

Inadequate: The proposal has not met the requirements in the Request for Proposal through major incomplete information, or missing information completely.

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Scores for each factor will be multiplied by the assigned weighted value provided in the “Weight” column to produce a “Weighted Score.” The Weighted Score will be tabulated at the bottom of the sheet as the “Weighted Composite Score.”

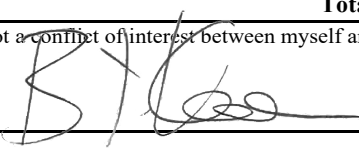
- 3) **Adjusted Price:**

The adjusted price will be determined by dividing each Respondent’s Total Bid Price by the *TRC Weighted Composite Score*. A score of zero or a negative score will disqualify the proposal.

- 4) **Accepting or Rejection of Proposals**

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Qualifications Submittal Rating Sheet

Bidder Team: Cornerstone		Date: 07/14/2026		Score		Weight	Weighed Score
Scorer: Scoring Committee		Superior		2			
		Adequate		1			
		Deficient		-1			
Category	Description	Inadequate		-2			
(1)	Experience Questionnaire						
	a. Contractor's completed projects within the last one (1) year		1	10	10		
	b. Contractor's public works projects completed within the last five (5) years		1	10	10		
	c. Information on any failure to complete work that was awarded		1	3	3		
	d. Contractors references from private firms for which work was performed		**	5			
(2)	Plan and Equipment Questionnaire						
	a. Explanation of plan or layout for performing proposed work (Examples could include a narrative of when you could begin work, complete the project, number of workers, etc. and any other information which you believe would enable Charter Township of Comstock to consider your bid.)		1	15	15		
	b. Listing of the names and addresses of all subcontractors used on public works projects in last 5 years who will be a part of new Station 9-3 project, along with a brief description of the work done by each subcontractor.		1	5	5		
	c. If you intend to sublet any portion of the work, attach the name and address of each subcontractor, equipment to be used by the subcontractor, and whether you will require a bond. However, if you are unable to currently provide a listing, please understand a listing must be provided prior to contract approval. Until the completion of the proposed project, you are under a continuing obligation to immediately notify Charter Township of Comstock in the event that you subsequently determine that you will use a subcontractor on the proposed project.		1	5	5		
	d. Listing of equipment available to use for the proposed project		1	3	3		
	e. Have you entered into contracts or received offers for all materials which substantiate the prices used in preparing your proposal? If not, attach an explanation for the rationale used which would corroborate the prices listed		1	2	2		
Total Qualifications Rating Sheet					53		
I certify that there is not a conflict of interest between myself and the design-builder named above. Scorer Signature: 							

** Results inconclusive

Proposal Rating Sheet

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Deficient: The proposal has not met the requirements in the Request for Proposal through minor incomplete information.

Inadequate: The proposal has not met the requirements in the Request for Proposal through major incomplete information, or missing information completely.

- 2) **Weighted Score:**

Scores for each factor will be multiplied by the assigned weighted value provided in the “Weight” column to produce a “Weighted Score.” The Weighted Score will be tabulated at the bottom of the sheet as the “Weighted Composite Score.”

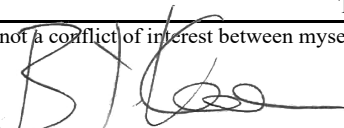
- 3) **Adjusted Price:**

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- 4) **Accepting or Rejection of Proposals**

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Qualifications Submittal Rating Sheet

Bidder Team: Schweitzer		Date: 07/14/2026		Score		Weight	Weighed Score
Scorer: Scoring Committee		Superior		2			
		Adequate		1			
		Deficient		-1			
Category	Description	Inadequate		-2			
(1)	Experience Questionnaire						
	a. Contractor's completed projects within the last one (1) year	1		10		10	
	b. Contractor's public works projects completed within the last five (5) years	1		10		10	
	c. Information on any failure to complete work that was awarded	1		3		3	
	d. Contractors references from private firms for which work was performed	*		5			
(2)	Plan and Equipment Questionnaire						
	a. Explanation of plan or layout for performing proposed work (Examples could include a narrative of when you could begin work, complete the project, number of workers, etc. and any other information which you believe would enable Charter Township of Comstock to consider your bid.)	1		15		15	
	b. Listing of the names and addresses of all subcontractors used on public works projects in last 5 years who will be a part of new Station 9-3 project, along with a brief description of the work done by each subcontractor.	-2		5		-10	
	c. If you intend to sublet any portion of the work, attach the name and address of each subcontractor, equipment to be used by the subcontractor, and whether you will require a bond. However, if you are unable to currently provide a listing, please understand a listing must be provided prior to contract approval. Until the completion of the proposed project, you are under a continuing obligation to immediately notify Charter Township of Comstock in the event that you subsequently determine that you will use a subcontractor on the proposed project.	1		5		5	
	d. Listing of equipment available to use for the proposed project	2		3		6	
	e. Have you entered into contracts or received offers for all materials which substantiate the prices used in preparing your proposal? If not, attach an explanation for the rationale used which would corroborate the prices listed	1		2		2	
Total Qualifications Rating Sheet					41		
I certify that there is not a conflict of interest between myself and the design-builder named above. Scorer Signature: 							

* Only references from the 4 lowest adjusted price bidders were contacted.

Proposal Rating Sheet

The technical review committee will review the bid proposals and establish a score for each proposal based on the factors, weighting, and process identified in the Request for Proposals.

Methodology:

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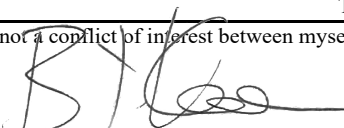
- 3) **Adjusted Price:**

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- 4) **Accepting or Rejection of Proposals**

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Qualifications Submittal Rating Sheet

Bidder Team: Carbonsix		Date: 07/14/2026		Score		Weight	Weighed Score
Scorer: Scoring Committee		Superior		2			
		Adequate		1			
		Deficient		-1			
Category	Description	Inadequate		-2			
(1)	Experience Questionnaire						
	a. Contractor's completed projects within the last one (1) year		-1	10	-10		
	b. Contractor's public works projects completed within the last five (5) years		-1	10	-10		
	c. Information on any failure to complete work that was awarded		1	3	3		
	d. Contractors references from private firms for which work was performed		*	5			
(2)	Plan and Equipment Questionnaire						
	a. Explanation of plan or layout for performing proposed work (Examples could include a narrative of when you could begin work, complete the project, number of workers, etc. and any other information which you believe would enable Charter Township of Comstock to consider your bid.)		1	15	15		
	b. Listing of the names and addresses of all subcontractors used on public works projects in last 5 years who will be a part of new Station 9-3 project, along with a brief description of the work done by each subcontractor.		1	5	5		
	c. If you intend to sublet any portion of the work, attach the name and address of each subcontractor, equipment to be used by the subcontractor, and whether you will require a bond. However, if you are unable to currently provide a listing, please understand a listing must be provided prior to contract approval. Until the completion of the proposed project, you are under a continuing obligation to immediately notify Charter Township of Comstock in the event that you subsequently determine that you will use a subcontractor on the proposed project.		1	5	5		
	d. Listing of equipment available to use for the proposed project		1	3	3		
	e. Have you entered into contracts or received offers for all materials which substantiate the prices used in preparing your proposal? If not, attach an explanation for the rationale used which would corroborate the prices listed		1	2	2		
Total Qualifications Rating Sheet					13		
I certify that there is not a conflict of interest between myself and the design-builder named above. Scorer Signature: 							

* Only references from the 4 lowest adjusted price bidders were contacted.

Proposal Rating Sheet

The technical review committee will review the bid proposals and establish a score for each proposal based on the factors, weighting, and process identified in the Request for Proposals.

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RECEIVED

JUL 13 2026

**CHARTER TOWNSHIP
OF COMSTOCK***Received**3:46 PM**(KS)***CSM GROUP**

Response to Request for Proposal
Charter Township of Comstock
New Fire Station 9-3
Project No. 2025-01576

Submitted July 13, 2026

PREPARED FOR



Response to Request for Proposal

Charter Township of Comstock New Fire Station 9-3
Project No. 2025-01576 | June 13, 2026

SUBMITTED BY

CSMGROUP

Building the Future of Emergency Response

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"At CSM, our purpose is to create standards that leave a legacy of doing what can't be done. With a strong track record in Southwest Michigan, we're committed to driving success for the Comstock Fire Department, a critical and life-saving institution.

Many of our team members are active firefighters and emergency first responders. We bring this passion, knowledge, and experience to set a new benchmark and ensure the continued success of this essential service."

Stuart Mason, Chief Executive Officer



Building with purpose, precision, and pride.

July 13, 2026

Charter Township of Comstock
Comstock Fire & Rescue
5858 King Highway
Kalamazoo, MI 49048

RE: New Fire Station 9-3 — Project No. 2025--01576

Dear Chief Beauchamp,

CSM Group is pleased to submit our bid for the New Fire Station 9-3 project, a 23,011-square-foot facility that will house a full-time crew of six, administrative offices, and a 50-person training room, a meaningful investment in public safety, operational readiness, and the future of Comstock Township. CSM Group is honored to be considered as your partner in delivering this important project.

As a Michigan-based firm with an established presence in Kalamazoo, we understand both the technical demands of this facility and the role it will play in serving the department and the community for decades to come. We recognize that a fire station is more than a building; it is the home base for the individuals who answer every call for help, and it must perform flawlessly every day.

Your motto is taking care of those who depend on you. Ours is building facilities that make that possible. That connection is especially meaningful to our team because one of our own serves as a firefighter with Comstock Township. In addition, members of our project staff are former firefighters who understand station operations, emergency response, safety protocols, and the fire service culture firsthand. That perspective shapes every decision we make and informs six focus areas we bring to every fire station project:

- **Safety, Health, and Wellness** – Hot-warm-cold zone planning, dedicated decontamination areas, and gear storage and circulation designed to reduce contaminant exposure and support firefighter health.



- **Operational Efficiency** - Site planning, apparatus circulation, and functional adjacencies that promote rapid response while supporting efficient day-to-day operations and long-term service needs.
- **Livability and Retention** - Durable, thoughtfully designed living, training, and shared spaces that support crew wellness, morale, and recruitment and retention.
- **Sustainability and Longevity** - Flexible infrastructure that supports future technologies, including solar readiness, EV charging, and building systems designed to reduce lifecycle costs.
- **Inclusivity and Accessibility** - Fully ADA-compliant spaces designed to serve all personnel and visitors comfortably and safely.
- **Community Engagement and Security** - Public-facing spaces that are welcoming and accessible while maintaining the level of security required for a modern public safety facility.

We also appreciate the importance of preserving the department's history. As Station 9-3 transitions into a new chapter, CSM Group is committed to honoring the legacy of the current East Station by working closely with Cornstock Township and department personnel to identify meaningful opportunities to incorporate architectural elements, memorabilia, and other features that celebrate the station's history while creating a facility that is built for the future.

From preconstruction through final commissioning, our leadership and technical teams will remain actively engaged to maintain momentum, proactively address challenges, and deliver the project on schedule for the January 31, 2028, completion milestone.

We appreciate the opportunity to be considered and welcome the opportunity to discuss our approach in greater detail. Thank you for your consideration.

Respectfully,



Dan Kocka
Senior Director
CSM Group





Pictured: Administrators from the Kalamazoo Regional Educational Services Agency tour the KRESA Career Connect Campus during construction.

Building for longevity, sustainability, and adaptability.

The next-generation Comstock Township Fire Station must be built not only for today's needs but with the foresight to serve the department and community for decades to come.

CSM Group is positioned to support the integration of future-ready infrastructure that can adapt to evolving technologies and operational demands. This may include design coordination for solar power and EV charging readiness, energy-efficient HVAC systems and LED lighting, and expandable utilities that could support proposed technologies. By exploring smart building systems, resilient materials, and sustainable design practices, our approach has the potential to reduce lifecycle costs, promote environmental stewardship, and help ensure that the facility remains mission-ready as both the community and fire service evolve.

Our construction process is grounded in short-term execution with an eye toward long-term value, aiming to deliver a facility that can grow with the department and stand as a forward-looking investment of taxpayer resources.

"CSM Group demonstrated exceptional leadership throughout the development and construction of the [KRESA Career Connect Campus] facility. From the earliest planning discussions through final completion, their team maintained a collaborative approach that prioritized transparency, communication, and problem-solving. Their ability to coordinate a wide range of stakeholders, including educators, design professionals, contractors, and community partners, was essential to the project's success."

Dr. Dedrick Martin, Superintendent, KRESA

”



Prioritizing health, safety, and well-being for all.

Modern fire stations must do more than house personnel and equipment; they must actively support the physical and mental health of those who serve. CSM Group leverages modern construction methods and safe, compliant materials to protect the long-term well-being of firefighters.

At CSM Group, safety is a core value, both physical and psychological. Our technical safety subject matter expert, John VanOosterum, brings over 30 years in public safety, including service as a founding member of Kalamazoo DPS's Peer Support team supporting fellow first responders. That firsthand understanding of what firefighters carry — physically and emotionally — directly informs how we approach this project.

In alignment with the Request for Proposal, our design approach prioritizes features that proactively reduce health risks: defined hot, warm, and cold zones to limit carcinogen exposure, dedicated decontamination spaces, and strategically routed gear pathways that keep clean areas free from contaminants. These elements aren't administrative checkboxes; they're essential, daily protections for the people who work here.



Site-Specific Safety & Logistics Plan

CSM Group will implement a comprehensive Site-Specific Safety Plan (SSSP) for the New Fire Station 9-3 project, aligned with our corporate Safety and Health Program and fully compliant with OSHA and MIOSHA requirements. Beyond compliance, our approach is designed to actively manage risk for the Township, the surrounding community, and all project personnel, given the site's high visibility and public interface.

Given the project's location along E. Michigan Avenue (M-96) and its proximity to a residential subdivision, our safety strategy extends beyond the job site to address public interaction, traffic exposure, and community awareness, ensuring safety is maintained both inside and outside the construction limits.

Emergency Preparedness and Coordination

CSM Group's safety plan establishes clear and coordinated emergency response procedures, integrated with local emergency services and Township leadership.

- Matthew Beauchamp, Fire Chief, is designated as the Owner's primary point of contact for emergency coordination.
- Nearest emergency and medical facilities, including Beacon Kalamazoo Emergency and Bronson ProHealth, are identified with routes and response protocols clearly posted within the site office.
- Emergency procedures include defined muster points, evacuation routes, and communication protocols, including a three-blast air horn system for immediate hazard notification.

Given the nature of this project, we will also maintain heightened coordination with local fire and emergency responders, ensuring clear access routes and awareness of site conditions at all times.

Public Protection and Community-Facing Safety

The project's visibility and proximity to residential areas require a proactive and highly controlled public safety approach. CSM Group will implement:

- Full perimeter fencing with controlled access points, preventing unauthorized entry while maintaining a professional, well-organized site presence.
- Clearly posted signage, including "Danger – Do Not Enter" and directional information, positioned for visibility from adjacent roadways and pedestrian areas.
- Designated construction traffic routes to minimize interaction with residential streets and reduce congestion along M-96.
- Separation of construction traffic, public vehicles, and pedestrian zones, reducing the risk of conflicts.

Recognizing community interest in the project, we will incorporate controlled visibility features (such as a designated viewing area) while maintaining strict separation from active work zones.

Our objective is not only to maintain safety, but to ensure the project is perceived as well-managed, respectful, and secure by the surrounding community.



Traffic Control and Site Logistics Management

A project-specific Traffic Control and Site Logistics Plan will be developed to address the unique risks associated with building along a major roadway. Key elements include:

- Coordination of deliveries and material staging to avoid peak traffic periods along E. Michigan Avenue.
- Clearly defined haul routes, entrance and exit points, and internal circulation paths.
- Use of flagging operations and temporary traffic control measures as needed to protect both construction personnel and the traveling public.
- Strategic placement of staging areas and laydown zones to maintain clear sightlines and reduce congestion.

These measures ensure that construction operations do not introduce unnecessary risk to motorists, pedestrians, or neighboring residences.

Hazard Identification and Control

The Site-Specific Safety Plan includes a detailed, task-specific hazard analysis addressing all major construction risks anticipated for this project, including:

- Excavation and trenching operations
- Structural and masonry work, including restricted access zones
- Crane operations and rigging plans
- Lockout/tagout procedures for utility work
- Arc flash prevention and electrical safety
- Silica exposure and dust control
- Fall protection for work at elevations greater than 6 feet

Each activity is supported by pre-task planning (PTP) documentation, ensuring hazards are identified, communicated, and mitigated before work begins. Trade partners are required to participate in this process, reinforcing accountability and consistency across all site activities.

Field-Level Safety Execution and Accountability

Safety is actively managed on-site through consistent oversight, communication, and enforcement.

- Daily job site walks and safety observations are conducted by the CSM Group team
- Weekly safety meetings and coordination sessions reinforce expectations and address emerging risks



Pictured above: Project execution staff and MIOSHA conduct a quarterly CET inspection at the KRESA Career Connect Campus.



Pictured below: CSM Group CEO, Stuart Mason, and Sr. Vice President of Divisional Operations - Construction, Rob Rohlman, observe a critical lift on site.

- Safety is the first agenda item in all weekly progress meetings, ensuring alignment across all stakeholders

Trade contractors are required to comply with all project safety requirements, with clear expectations for reporting, corrective action, and continuous improvement.

Documentation, Transparency, and Continuous Monitoring

CSM Group maintains complete and transparent safety documentation throughout the duration of the project, including:

- OSHA/MIOSHA logs and reporting
- Contractor-specific safety plans
- Daily reports and inspection logs
- Incident and near-miss tracking

Safety data and man-hours are logged daily in Procore, providing the Township with real-time visibility into project safety performance.

This approach ensures that safety performance is not only tracked but also actively managed and continuously improved.

Alignment with Project Execution and Schedule

CSM Group recognizes that safe, well-coordinated work is directly tied to schedule reliability. By maintaining a clean, organized, and controlled job site:

- Trade stacking is managed safely and efficiently
- Rework and disruptions are minimized
- Inspection readiness is improved
- Schedule continuity is maintained

Our safety and logistics approach is therefore not separate from project execution; it is a core driver of schedule certainty and overall project success.



Pictured (left to right): Thomas "Murphy" Murphy, 2026 Chair of the ABC National Board of Directors; Rob Rohman, Sr. VP of Divisional Operations - Construction; and Will Butters, Sr. VP of Divisional Operations - PPS.

Nationally Recognized and Award-Winning Safety Culture

- ABC Western Michigan Chapter Safety Award of Excellence: Winner (2024, 2023), Finalist (2025, 2022)
- STEP Diamond Recipient: 2025, 2024, 2023
- ABC Top Performer: 2025, 2024, 2023
- ABC National Merit Safety Award: 2025
- ABC National Pinnacle Safety Award: 2024, 2023
- GCI Risk Control President's Award: 2025, 2024, 2023, 2022



Project Approach

Upon Award: Our Commitment to a Thoughtful, Operationally-Focused Start

From the outset, CSM Group approaches the New Fire Station 9-3 project with a clear understanding: this is not simply a building project; it is a public safety facility where site design, circulation, and operational readiness directly impact emergency response. Located along E. Michigan Avenue (M-96) and adjacent to a residential area, this project requires a balanced approach that prioritizes response efficiency, public safety, and community integration from day one.

Built with First Responders in Mind

We will immediately engage Comstock Township leadership, Comstock Fire & Rescue, and the design team in a structured alignment process focused on operational performance, site circulation, and constructability. Our team, supported by civil experts and professionals with firefighting backgrounds, will lead targeted discussions that go beyond general coordination to address:

- Turnout flow and response efficiency from living quarters to apparatus bays
- Apparatus ingress and egress safety, particularly given the station's access to a major roadway
- Clear separation of emergency, staff, and public circulation paths
- Sightlines, movement patterns, and functional adjacencies that support a six-person crew operating under real-world conditions

This process ensures that the station is not only well-built, but designed and constructed to perform under emergency conditions from the first day of operation.

Maximizing Public Value

CSM Group approaches value through the lens of long-term performance, durability, and taxpayer accountability. On a facility that will serve the Township and its residents for decades, we focus on decisions that reduce lifecycle cost while maintaining operational effectiveness.

Our approach includes:

- Evaluating materials and finishes in high-use areas, such as apparatus bays, for long-term durability in Michigan weather conditions.
- Collaborating with the design team to align mechanical and building systems with reliability, maintainability, and energy efficiency goals.
- Identifying opportunities to invest strategically where it improves performance and reduces future maintenance, avoiding short-term cost reductions that could compromise long-term value.

We present all recommendations with a clear, transparent rationale to support the Township's decision-making and public accountability.

Construction Communication

Clear, structured communication is essential to delivering a predictable project outcome. Our approach ensures that Township leadership, the



project team, and key stakeholders remain fully informed and aligned at all times. We will develop a comprehensive site logistics and communication plan that balances construction efficiency with the project's visibility along a major roadway. Meetings and coordination include:

- **Weekly Job Site Progress and Planning Meetings:** Focused on schedule adherence, upcoming work, and risk identification
- **Weekly Foremen Meetings:** Addressing safety, sequencing, coordination, and short-term planning
- **Owner/Architect/Contractor (OAC) Meetings:** Providing transparent updates on schedule, budget, key decisions, and potential risks

In addition, we establish clear escalation paths and decision timelines to ensure that issues are addressed quickly and do not impact schedule or budget certainty.

Community Engagement and Connectivity

Given the station's location near a residential subdivision and along E. Michigan Avenue, CSM Group recognizes that construction activities will be visible and directly experienced by the community. Our approach is to actively minimize disruption while strengthening the Township's connection to the project.

Recognizing Comstock Township's strong sense of community, CSM Group proposes incorporating a see-through viewing panel into a portion of the site perimeter fencing, creating a safe, designated area where residents, including children and families, can observe construction progress firsthand. This feature transforms a standard safety requirement into a point of community connection, allowing the public to witness their new fire station taking shape while maintaining full compliance with site security and safety protocols.

We will work with the Township to implement a proactive communication strategy, including press releases, website updates, and project newsletters, ensuring residents receive timely and consistent information.



Pictured above: Jim Getting, Sr. Director of Safety at CSM Group, speaks with subcontractors at CSM Group's 2nd Annual Construction Suicide Prevention Event.

Pictured below: CSM Group hosted an appreciation luncheon for the subcontractors working on the Kalamazoo Event Center job site.



To further enhance transparency and community connection:

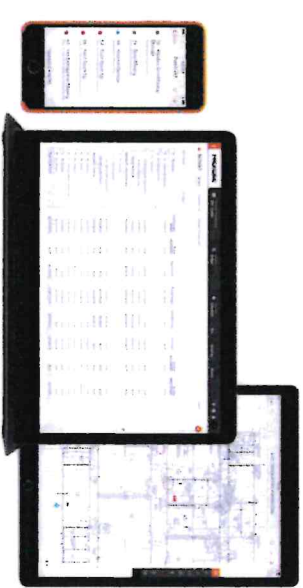
We will coordinate construction traffic and delivery routes to minimize impact on surrounding neighborhoods and main road congestion. Maintain a clean, organized, and professional jobsite appearance reflective of the Township's standards.

CSM Group's in-house communications team will support these efforts, including a licensed sUAS pilot for aerial progress documentation, helping tell the story of the new station while maintaining safety and site security.

Technology

CSM Group leverages technology as a tool to increase transparency, reduce uncertainty, and support informed decision-making throughout the project.

- Procore provides real-time access to project documentation, schedule updates, and cost tracking, enabling Township stakeholders to monitor progress at any time without waiting for monthly reports.
- 3D laser scanning is an added service we can provide, which supports accurate existing condition verification and reduces the risk of unforeseen conditions or disputes.
- Secure data management practices ensure that all Township project records are protected and maintained throughout construction.



These tools allow us to identify issues earlier, improve coordination, and maintain a clear, accurate picture of project status at all times.

Project Execution

Job Site Oversight, Safety, and Quality Control

CSM Group will maintain a highly controlled and professional jobsite environment, with particular attention to site conditions, neighboring properties, and long-term durability.

- **Site Preparation and Protection:** Fully enclosed fencing, controlled access points, dust control, erosion management, and protection of adjacent properties
- **Traffic and Site Logistics Planning:** Coordination of delivery routes, worker parking, and material handling to reduce congestion and maintain safe conditions along E. Michigan Avenue
- **Daily Oversight and Safety Monitoring:** Routine site walks, reporting, and regular safety reviews with Township participation
- **Subcontractor Coordination:** Detailed scheduling supported by weekly three-week look-ahead plans to maintain sequencing and schedule reliability
- **Housekeeping and Quality Assurance:** Continuous monitoring to ensure a clean, organized site and consistent workmanship standards

This approach ensures that the project is executed with minimal disruption, maximum safety, and consistent quality.



Enhancing Community Interface and Station Security

As a civic facility with administrative offices and a 50–person training room, the new station must balance public accessibility with secure, efficient operations. CSM Group will support:

- Construction and staging strategies that anticipate final operational use, including clear separation of public and secured areas.
- Site and building access planning that accommodates community interaction while protecting staff and equipment.
- Coordination of exterior circulation that aligns with safe apparatus movement and future emergency response patterns.

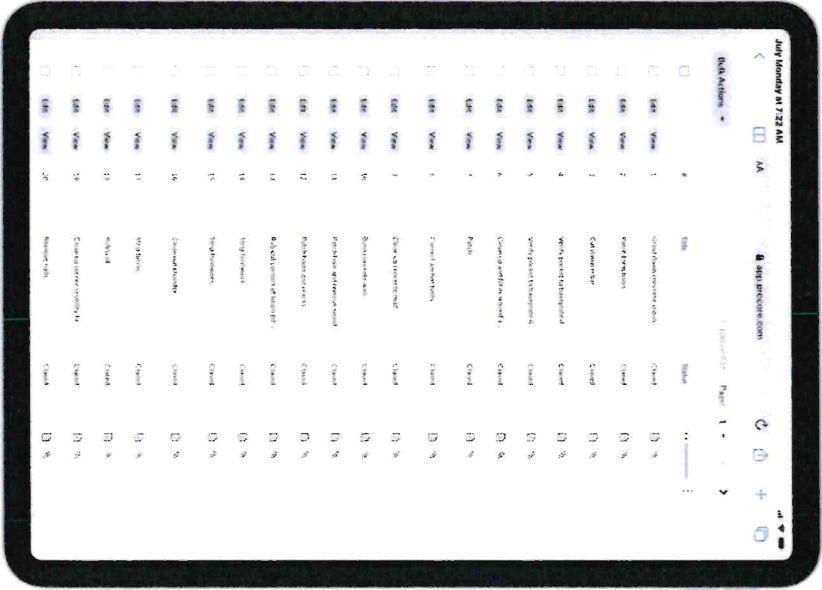
By integrating these considerations during construction, we help ensure a facility that is both welcoming to the public and highly functional for emergency services.

Post-Construction & Closeout

CSM Group's closeout process is centered on full operational readiness, not just project completion. Our approach includes:

- Comprehensive punch list management and resolution tracking.
- Delivery of complete as-built documentation and system manuals.
- Coordination with Comstock Fire & Rescue to align turnover with preferred formats and operational needs.
- System verification and readiness validation, ensuring all building systems perform as intended.

Where appropriate, we will support walkthroughs and orientation sessions to ensure staff fully understand and utilize the facility prior to occupancy. Our goal is to deliver a station that is fully functional, thoroughly documented, and ready to support emergency response from the first day of operation, well in advance of the January 31, 2028, completion deadline.



Pictured: An example of a Punch List report in Procore.



Bidding Requirements

Charter Township of Comstock Contractor's Bid for Public Work Form

CSM Group has completed and attached the Charter Township of Comstock Contractor's Bid for Public Work Form on the following page. We have also included another copy in Appendix A — Required Documents.

Bid Bond Stating 5% of the Total Bid or Certified Check for 5% of the Bid

CSM Group's completed bid bond form is attached in accordance with the requirements of Section II of the Special Provisions. Please refer to Appendix A — Required Documents.

Contractor's Non-Collusion and Non-Debarment Affidavit

CSM Group's completed Affidavit of Non-Collusion and Non-Debarment is attached, executed, and notarized in accordance with the requirements of Section II of the Special Provisions. Please refer to Appendix A — Required Documents.

Responsible Bidder Checklist

CSM Group has completed the Responsible Bidder Checklist in accordance with the requirements outlined in the Special Provisions and Bidders' Checklist for this project. Each required item, including bid security, the Contractor's Bid for Public Work form, acknowledgment of addenda, required supporting information, and signed affidavits, has been addressed in the corresponding subsections of this submission. Please refer to Appendix A — Required Documents.



CHARTER TOWNSHIP OF COMSTOCK CONTRACTOR'S BID FOR PUBLIC WORK

Project Name (New Fire Station 9-3)

Project No. (2025-01576)

For Bids Due (July 9, 2026)

PART I

(Must be completed for all bids. Please type or print)

Date: 7/13/2026 Bidder (Firm): CSM Group
 Address: 600 E. Michigan Ave, Ste. A
 City/State/Zip: Kalamazoo, MI 49007 Telephone Number: (877) 386-8214
 Email Address: daniel.kocka@csmgroup.com

Agent of Bidder (if Applicable): Daniel Kocka

Pursuant to notices given, the undersigned offers to furnish labor and/or material necessary to complete the public works project of:

Charter Township of Comstock - New Fire Station 9-3

Charter Township of Comstock, in accordance with plans and specifications prepared by:

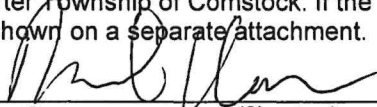
Jones, Petrie, Rafinski

and dated 06/09/2026 for the sum of (enter the Total Bid as shown on the Proposal)

Base = \$10,885,057, Alternate = (\$135,519) \$10,749,538
 (Enter sum of Total Base Bid plus Alternates shown on Proposal) (Numerical)

The undersigned further agrees to furnish a bond or certified check with this bid for an amount specified in the notice of the letting. If alternative bids apply, the undersigned submits a proposal for each in accordance with the notice. Any addendums attached will be specifically referenced at the applicable page.

If additional units of material included in the contract are needed, the cost of units must be the same as that shown in the original contract if accepted by Charter Township of Comstock. If the bid is to be awarded on a unit basis, the itemization of the units shall be shown on a separate attachment.

By 
 (Signature)
Daniel Kocka
 (Printed Name of Person Signing)

ACCEPTANCE

The above bid is accepted this _____ day of _____ 20 _____

Subject to the following conditions: _____

COMSTOCK FIRE & RESCUE

 Fire Chief

PART II

These statements to be submitted under oath by each bidder with and as part of his/her/its bid.

BASE BID

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
1					
2					
3					
4					
5					

BASE BID TOTAL \$10,835,057

ALTERNATE #1

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
6	REMOVE TRAINING TOWER				(\$252,097)
7	REMOVE 5 TH APPARATUS BAY				(\$144,422)
8	PROVIDE GLAZED CMU AS INDICATED				+ \$60,000
9	ADD LIGHTNING PROTECTION				+ \$63,000
10	PROVIDE BRICKWORK UPON AWARD				+ \$139,000

ALTERNATE #1 TOTAL (\$136,519)

Bidder (Firm):

Csm Group

Address:

600 E MICHIGAN AVE, SUITE A

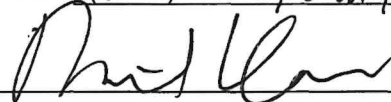
City/State/Zip:

Kalamazoo, MI 49007

Telephone Number:

(877) 386, 8214

By



(Signature)

DANIEL KORTS

(Printed Name of Person Signing)

Section I – Experience Questionnaire

1-Year Project Workload

Due to executed non-disclosure agreements (NDAs) with several of our clients, CSM Group cannot disclose our entire project portfolio in this response. The summary provided to the right reflects only those projects we are permitted to share.

CSM Group is actively managing \$584 million in work across two delivery models.

Information Regarding Failure to Complete Work

CSM Group has a consistent record of completing all work awarded to us. There are no instances of failure to complete a contract in our company's history.

References

Denise Crawford

Family Health Center, Chief Executive Officer
denise.crawford@fhckzoo.com | (269) 349-4257

Christina Khim

Burma Center, Executive Director
ck@burmacenterusa.org | (269) 832-2471

Kyle Lambright

WARE/Armstrong International, Business Development
kylelambright@wareinc.com | (269) 598-6867

Cody Newman

Driven Design, Architect & Owner
cody@drivendesignstudio.com | (269) 753-8040

Client	Project Name
Bronson Healthcare Group	BMH - Cath Lab 1 Renovation
	BMH - GMU Room Repurposing
	3300 W. Centre Renovations
	BMH - BARS Complex Care Clinic P2
	BMH - 12 St. At Home Infusion REN
	BMH - 12 St. At Home Infusion RTU
	BMH - M230 Peds & GI Reno
	BMH - ED Overflow Units
	BMH - 2nd Floor Nurse Pod C
	BARS AHU Replacement
	BMH - Decontam Cube Wash Replace
	BMH - Retail Pharmacy & Gift Shop
	BMH - M273 ENT Renovation
	BMH - Athlum 2nd Floor Restroom
Lakeview School District	BMH - Cath Lab #4 Renovation
	Walnut St. Surgery Renovation
	BMH - M124 Renovations
	BMH - SkyCourt Café Flooding Cms
	Lakeview - High School Parking Lot Improvements
	Lakeview - Riverside ECC
	Lakeview - Poolview ECC
	Lakeview Middle School Roofing Upgrades
	Marshall High School - New Track and Field
	Marshall Middle School - New Greenhouse
Marshall Public Schools	Gordon Elementary - HVAC System Upgrade
Blissfield Community Schools (Phase 1)	Elementary, Middle, and High School Corridor Renovations
	Administrative Office Upgrades
	Secure Entry Vestibule Improvements
	Elementary School - Gymnasium Expansion
	Middle School Interior Renovations
Blissfield Community Schools (Phase 2)	High School Fitness Center Expansion
	High School Band Room Expansion
	High School Art and Kin Room Expansion
	Kalamazoo County Club Expansion
	Golf Maintenance Barn
Kalamazoo County Club (KCC)	Suzanne UD Porth Therapy Arena
Cheff Therapeutic Riding Center	NHEP Health Clinic at Firekeepers
Notawasippi Huron Band of Potawatomi	Phase II Parking Lot
Burma Center	Armstrong HWG Building Expansion
Armstrong International	Burdicks Bar & Grill
Greenleaf Hospitality Group	FHC Paterson Entry Renovation
Family Health Center of Kalamazoo	Phase 2 Renovation
Sleeping Giant Capital	Kalamazoo Event Center
Greenleaf Hospitality Group	KRESA Career Connect Campus
Kalamazoo Regional Educational Service Agency	DKDC Pool Infill
Cathoun Intermediate School District	DKDC Playground Improvements



Public Works Project Experience

CSM Group's public works projects completed within the last five years include:

- **Blissfield Community Schools:** Phase 1 and Phase 2 renovations and expansions, including corridor renovations, administrative office upgrades, secure entry vestibule improvements, gymnasium and fitness center expansions, and specialty classroom expansions.
- **Marshall Public Schools:** New track and field construction, new greenhouse facility construction, and Gordon Elementary School HVAC system upgrade.
- **Kalamazoo County Downtown Justice Facility:** Construction of a five-story, 165,000-square-foot justice facility featuring courtrooms, judges' chambers, jury spaces, and offices, achieving 90% local subcontractor participation.
- **Calhoun Intermediate School District:** Pool infill and playground improvement projects for Calhoun Intermediate School District's DKDC facility, enhancing safety and functionality for the district's early childhood programming.

While CSM Group's public works portfolio within this window is intentionally focused, this reflects available capacity rather than limited capability. The Kalamazoo County Downtown Justice Facility is particularly relevant to this project: as a government-owned civic building serving the justice and public safety sector, it required the same balance of public accessibility and secure, controlled access that New Fire Station 9-3 demands, and gave CSM Group direct experience navigating Kalamazoo County government processes, procurement standards, and public accountability expectations that closely mirror what Comstock Township requires. This is complemented by an active portfolio of complex, similarly scaled commercial and institutional construction projects, as detailed in the Project Experience section of this proposal.

The project experience below reflects CSM Group's depth of expertise in public safety, justice, healthcare, and emergency response facility construction across our company history, complementing the qualifying public works experience completed within the last 5 years.



Pictured (left to right): Exterior of the Judge Charles A. Pratt Justice Facility in Kalamazoo, MI; the employee break room; one of the courtrooms.





- Life EMS**
- Renovated and expanded the central EMS support facility.
 - LEED-certified new and existing spaces, including dispatch, training, and maintenance.
 - Maintained critical emergency systems throughout construction.



- Kalamazoo County Downtown Justice Facility**
- Managed construction of a five-story, 165,000 sq. ft. justice facility.
 - Features courtrooms, judges' chambers, jury spaces, and offices.
 - Achieved 90% local subcontractor participation.



- Pokagon Band of Potawatomi's Justice Facility & Peacekeeping Center**
- Completed 30,000 sq. ft. facility centralizing tribal government, law enforcement, and court functions.
 - Incorporated cultural elements such as peacemaking circles and ceremonial spaces.



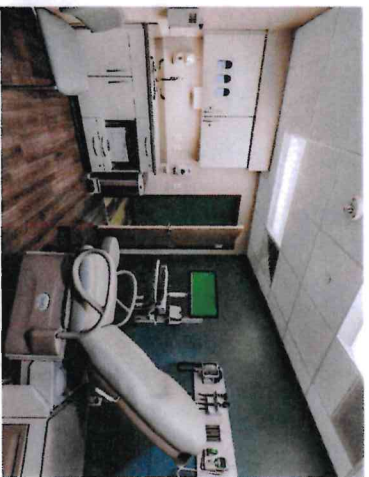
- Kalamazoo County Juvenile Home**
- Built a secure residential facility with 64-80 beds, education, and treatment services.
 - Sequenced construction to support ongoing operations.
 - Advanced security and building information systems included.



- Kalamazoo County Multi-Use Station**
- Facilities for fire and police personnel with sleeping, training, and maintenance areas.
 - Durable, high-quality finishes and thoughtful design for longevity.



- KVCC Healthy Living Campus**
- Collaborated with Bronson Healthcare and local agencies for a wellness-focused campus. Features nursing, allied health, and EMT spaces, including a simulation ambulance cab.
 - Collaboration with state and federal agencies for erosion control, habitat restoration, and ecological protections.



Bronson Physician Offices

Multi-Building and Phasing Experience

Bronson Healthcare Group had 62 new providers transitioning to their healthcare system, who previously held contracts with Ascension Borgess Promed. The influx of providers required additional space to practice; therefore, Bronson made the decision to construct six new medical office buildings. **Building start dates were staggered into three groups, with two groups being two weeks apart.**

- Constructed six new 13,739 sq. ft. medical office buildings.
- Four different jurisdictions were engaged for permitting and inspections.
- Overcame site challenges, including contaminated soils, a high water table, and leased properties.
- Managed the manpower of subcontractors with contracts at multiple sites.
- Developed process for document sharing and approvals (RFIs, submittals, bulletins, etc.).
- Navigated through the COVID-19 pandemic.
- **All projects were completed on time.**

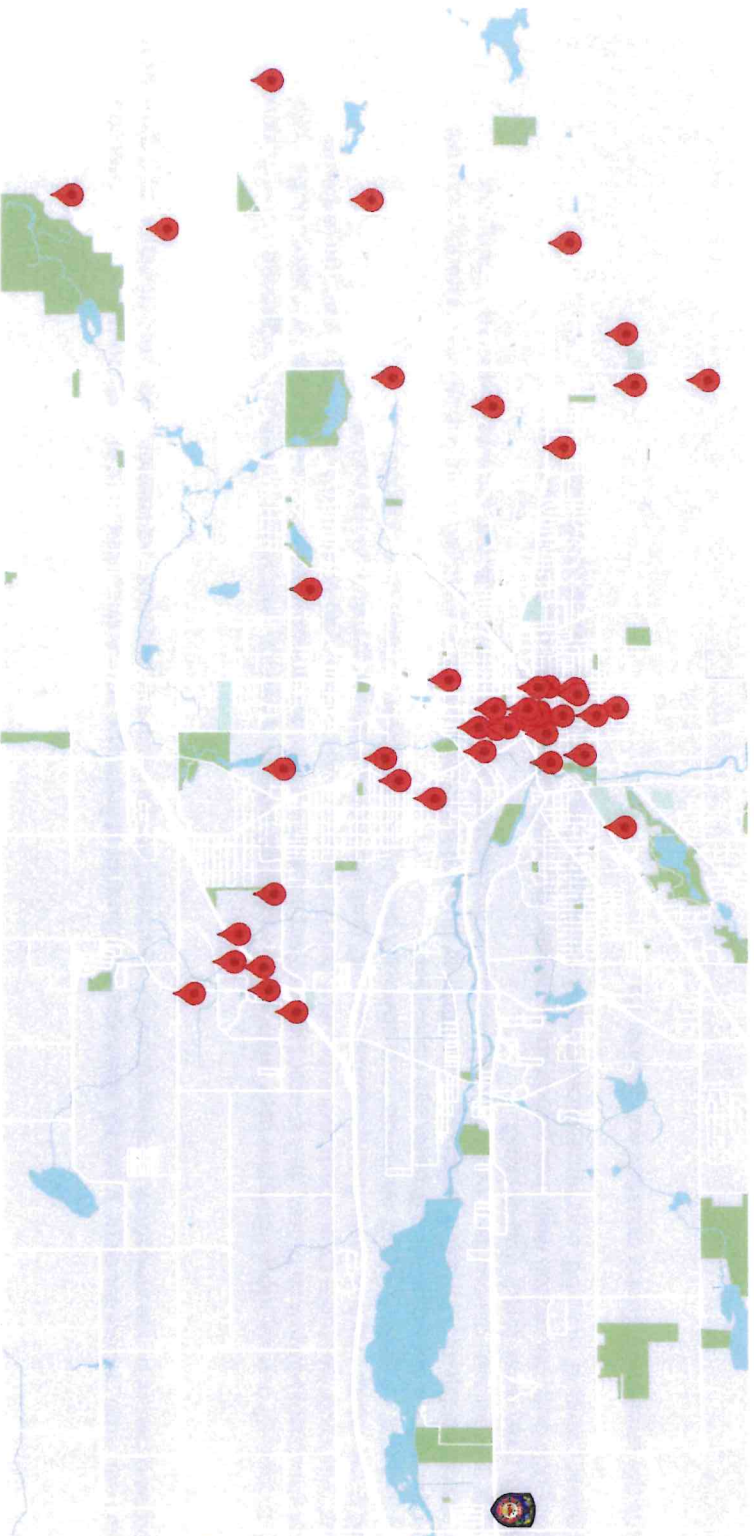


Greater Kalamazoo Project Experience

CSM Group's footprint across the greater Kalamazoo region reflects more than four decades of sustained investment in this community. The projects mapped below, spanning healthcare, education, justice, hospitality, and civic infrastructure, represent an active, ongoing presence in the same municipalities, jurisdictions, and neighborhoods that make up Comstock Township and its surrounding areas.

This density of local work translates directly into value for the New Fire Station 9-3 project. Our teams maintain established working relationships with regional Authorities Having Jurisdiction, local utility providers, and area subcontractors and suppliers, relationships built project by project, not assembled for a single bid. That familiarity supports smoother permitting, faster issue resolution, and more accurate local cost and scheduling data than a firm without comparable regional history could offer.

Just as importantly, this is where our people live and work. A Kalamazoo-based project team means shorter response times to the job site, leadership who can attend Township meetings without travel constraints, and a company with a direct, lasting stake in the quality of what gets built here, long after this project reaches final turnover.



Section II – Plan and Equipment Questionnaire

Explanation of Work Plan or Layout for Performing Proposed Work

Project Understanding

CSM Group understands this project to consist of the construction of a new 23,011-square-foot fire station for Comstock Fire & Rescue at 10080 E. Michigan Avenue, Galesburg, Michigan, housing a full-time crew of six, administrative offices, and a training room with a capacity of fifty. The project is a lump sum, fixed-price contract with a required completion date of January 31, 2028.

Mobilization

Upon receipt of Notice to Proceed, CSM Group will hold a pre-construction meeting with Charter Township of Comstock, Comstock Fire & Rescue, and the Architect (Jones Petrie Rafinski) to confirm the project schedule, site logistics, and communication protocols. Site mobilization, including site fencing, temporary facilities, and utility locates, can begin within 30 days of NTP, with active construction commencing shortly thereafter.

Sequencing

CSM Group proposes the following general construction sequence:

- **Site Work & Utilities:** Clearing, grading, and underground utility installation per the Civil (C-series) drawings
- **Foundations:** Footings and foundation walls per Structural (S-series) drawings and geotechnical requirements
- **Structural Framing:** CMU walls, joists, and decking
- **Building Envelope:** Exterior wall assemblies, roofing (TPO), windows, storefronts, and weather barriers to achieve a dried-in condition
- **MEP & Fire Protection Rough-In:** Plumbing, mechanical, electrical, and fire protection systems installed concurrently with interior framing
- Site Completion: Paving, landscaping, and exterior site amenities
- **Interior Finishes:** Drywall, ceilings, flooring, casework, and specialty items (lockers, toilet accessories, signage)
- **Commissioning & Closeout:** Systems testing and commissioning, final inspections, punch list, and final turnover
- Long-lead items, including electrical switchgear, transformers, and generators, will be identified early and submitted within the required 7-calendar-day submittal window to proactively protect the project schedule from procurement delays. Concurrently, we will engage utility providers early to identify and mitigate schedule risks associated with utility pole and service relocations, metering, and service connections.

Workforce

CSM Group anticipates a peak on-site workforce of approximately 45 tradespeople across subcontracted scopes, under the direction of a dedicated Project Manager and full-time Superintendent. A Safety Specialist will conduct regular site safety oversight in coordination with weekly foremen meetings.



Schedule Milestones (illustrative only; to be finalized in a detailed baseline schedule upon NTP)

Phase	Target Duration from NTP
Mobilization & Site Work	4 weeks
Foundations	4 weeks
Structural Framing & Envelope	12 weeks
MEP/FP Rough-In & Interior Finishes	32 weeks
Commissioning & Closeout	3 weeks
Total Duration to Completion	Target: January 31, 2028

Coordination & Risk Management

CSM Group will maintain weekly OAC meetings, weekly foremen meetings, and a three-week look-ahead schedule to proactively manage subcontractor coordination. Given the anticipated construction period spans the winter months, cold-weather protection measures (temporary heat, concrete curing protection, and material staging) will be incorporated into the schedule to mitigate weather-related delays, consistent with the Special Provisions' weather extension allowances.

Subcontractor Partnerships on Public Works Projects

In accordance with the revised requirement outlined in Addendum 3, issued July 3, 2026, the following is a listing of subcontractors CSM Group has utilized on public works projects within the past five (5) years who are also anticipated to perform work on the New Fire Station 9-3 project. Each entry includes the subcontractor's name, and a brief description of the scope of work performed. CSM Group's continued partnership with these subcontractors reflects established working relationships, proven performance on public works contracts, and familiarity with the compliance and quality standards required on Township and municipal projects.

- Concrete - TWC
- Masonry - Great Lakes Masonry Group
- Structural & Misc. Steel - Division 5
- General Trades - Max Haase (MHS)
- Casework (Millwork) - Woodsmiths
- Metal Roofing (Siding) - Action Roofing Sheet Metal
- Membrane Roofing - Action Roofing Sheet Metal
- Doors, Frames, and Hardware - SA Morman
- Overhead Doors - Overhead Doors of Battle Creek
- Aluminum Glass & Glazing - Forman Glass
- Metal Studs, Drywall, Acoustical - Ritsema Associates
- Floor Covering - Migala Carpet One
- Painting - Eckhoff & Devries
- Food Service Equipment - Stafford Smith
- Fire Protection - Shambaugh
- Plumbing - Gale Plumbing
- HVAC - RW Lapine
- Electrical - Buist Electric
- Earthwork - Cripps Fontaine
- Asphalt Paving - J. Allen
- Landscaping - S&T Lawn Service
- Fencing - Justice Fence



Listing of Equipment for This Project

As a construction manager/general contractor, CSM Group does not self-perform work on this project. All equipment required for construction, including but not limited to excavation, concrete, structural steel, mechanical, electrical, and finish trade equipment, will be provided by the licensed and qualified subcontractors retained for each respective scope.

Contracts or Offers Received for All Materials

CSM Group's proposal pricing is based on budgetary quotes and proposals received from qualified subcontractors and suppliers for each major scope of work, supplemented by historical cost data from comparable recently completed projects. Formal subcontract agreements will be executed with selected subcontractors upon award of the contract, consistent with the pricing represented in this bid.



Pictured: Our work in the greater Kalamazoo community is backed by 600+ regional trade partner relationships.



Preliminary Project Schedule

Project Schedule Strategy & Execution

CSM Group's schedule for New Fire Station 9-3 reflects a disciplined, critical path-driven execution strategy that achieves Substantial Completion on October 12, 2027, and full project turnover by October 29, 2027.

This delivery approach advances completion by approximately 3.5 months ahead of the January 31, 2028, contractual requirement, providing the Charter Township of Comstock with meaningful schedule contingency while maintaining a highly controlled, executable plan.

This acceleration is not achieved through increased risk or unrealistic assumptions, but through intentional early-phase planning, procurement prioritization, and continuous critical path management, supported by CSM Group's standardized CPM scheduling methodology.

Strategic Schedule Foundation: Critical Path Method (CPM) as a Core Value

At the foundation of this schedule is CSM Group's disciplined application of the Critical Path Method (CPM), which serves not only as a planning tool but as a strategic control mechanism throughout the life of the project.

As defined in CSM Group's scheduling standard operating procedure, a CPM schedule identifies the longest sequence of dependent activities governing project completion, allowing the team to focus resources, mitigate risk, and proactively prevent delays.

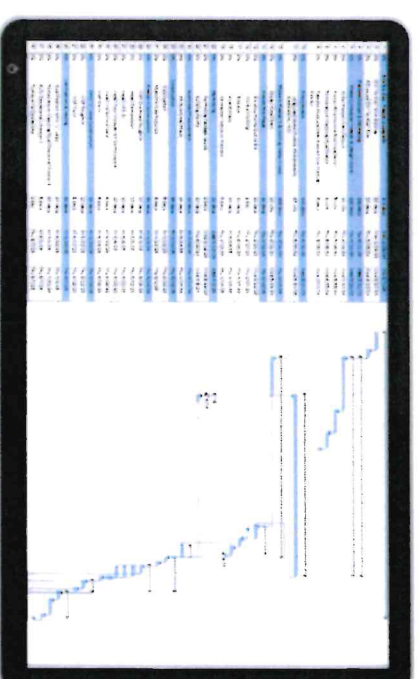
CSM Group treats CPM scheduling as both:

- **A defensive tool**, protecting against delays and schedule drift
- **An offensive tool**, enabling sequencing optimization, resource alignment, and schedule compression

This philosophy is directly reflected in the development and execution of the Fire Station 9-3 schedule.

Front-End Acceleration Through Preconstruction and Procurement Strategy

The schedule establishes early momentum, with permitting and submittal activities initiated concurrently beginning August 21, 2026, immediately following Notice to Proceed on August 20, 2026.



A structured 15-day submittal window allows all major trades to advance simultaneously, enabling early release of procurement packages.

Key long-lead procurement milestones are intentionally advanced to protect the critical path:

- **Electrical switchgear and panelboards (42 weeks):** Procured beginning September 14, 2026
- **Electrical transformer (52 weeks):** Procured concurrently beginning September 14, 2026
- **Generator (30 weeks)** and major mechanical equipment released in parallel

By initiating procurement at the earliest possible stage, long-lead durations are fully absorbed within the overall project timeline, ensuring that final installation activities in September–October 2027 are not constrained by equipment availability.

In parallel, early coordination with utility providers is built into site mobilization and early civil work, mitigating schedule risks associated with underground utility relocation, service connections, and infrastructure coordination.

Site Work and Structural Sequencing: Maintaining Critical Path Flow

Construction mobilization begins on September 21, 2026, immediately following permit approvals, allowing field activities to proceed without delay.

Site work and core/shell construction progress from September 28, 2026, through March 31, 2027, forming a highly coordinated sequence that supports uninterrupted advancement into interior construction. Key milestones include:

- Foundations installed by early November 2026
- CMU wall erection completed by late December 2026
- Structural steel, joists, and decking installed through January 2027
- Building envelope (roofing, sheathing, façade, windows, and doors) completed by late March 2027, achieving a fully enclosed building

This sequence reflects deliberate overlap of structural and envelope activities, allowing enclosure to occur as early as feasible and enabling interior work to begin without weather-related interruptions.

Concurrent with building construction, site improvements, parking, and exterior elements are completed as early as December 2026, minimizing congestion in later phases and improving overall site efficiency.

Interior Construction: Coordinated Trade Sequencing and Inspection Integration

Interior construction begins in March 2027, immediately following building enclosure, with a structured, logic-driven sequence of MEP rough-in, inspections, and finish activities. Major interior milestones include:

- Overhead MEP and fire protection rough-in: March through April 2027
- Overhead inspections completed by early May 2027
- In-wall rough-in and inspections completed by late May 2027
- Drywall and interior finishes initiated in late May 2027
- Equipment installation, including generator, mechanical systems, and electrical distribution, completed between June and August 2027



This phase reflects a carefully controlled progression of trade stacking and sequencing, ensuring that:

- Each trade operates within defined windows
- Inspection milestones are integrated without rework or delay
- Near-critical activities are actively managed to prevent schedule slippage

Long-Lead Integration and Final System Completion

The success of the October 2027 completion is directly tied to the early procurement strategy, which allows for seamless integration of long-lead components late in the project:

- Electrical panels and switchgear installed July–August 2027
- Generator installation and connection completed by mid-July 2027
- Electrical transformer installation completed by early October 2027

By aligning procurement completion with installation windows, the schedule avoids one of the most common municipal project risks: late-stage delays caused by equipment-delivery constraints.

Inspection, Commissioning, and Turnover

Final inspections by the Township and the Fire Marshal are scheduled for October 12–13, 2027, which align precisely with Substantial Completion. Following inspections:

- Testing and balancing (T&B) occurs immediately
- Owner walkthrough is completed concurrently
- Punch list activities are completed between October 15 and October 28, 2027
- Certificate of Occupancy is obtained by October 18, 2027
- Final turnover is achieved on October 29, 2027

This structured closeout sequence ensures that the building is not only complete but also fully operational and ready for occupancy without delay.

Ongoing Schedule Control, Transparency, and Risk Management

CSM Group actively manages the schedule as a living, continuously updated control tool rather than a static baseline. In alignment with our organizational standards:



Pictured above: Jim Getting, Senior Director of Safety, discusses on-site work activities at the Kalamazoo Event Center.



Pictured below: Aerial construction progress of the Bronson Behavioral Health Hospital, which opened in July 2023.



- The schedule is fully logic-linked and continuously maintained
- Updates are performed bi-weekly at a minimum, with increased frequency during critical phases
- Three-week look-ahead schedules are developed directly from the CPM to support field execution and trade accountability
- All schedule changes, delays, and impacts are tracked and evaluated using Time Impact Analysis (TIA) methodologies

Additionally, CSM Group can resource-load and cost-load the schedule, aligning labor, equipment, and financial planning with project sequencing. This provides enhanced:

- Resource forecasting
- Cash flow visibility
- Early identification of potential labor or coordination constraints

When schedule deviations occur, structured recovery planning strategies are implemented, including resequencing, resource adjustments, and trade coordination to maintain alignment with project milestones.

Value to the Township

This schedule provides the Charter Township of Comstock with a high-confidence, low-risk delivery approach, offering:

- **Accelerated completion by October 2027, well ahead of contractual requirements**
- Built-in schedule contingency to absorb unforeseen events without impacting occupancy
- Reduced exposure to common construction risks such as procurement delays and inspection bottlenecks
- A transparent, actively managed schedule backed by proven CPM methodology

Ultimately, CSM Group's approach ensures that the new Fire Station 9-3 is delivered earlier, with greater certainty, and with full operational readiness from day one.



Pictured: Our on-site project team at a confidential client site in Portage, Michigan.



Comstock TWP - Fire Station 9-3

7/13/2026

ID	Task Name	Duration	Start	Finish	Notes
0	Comstock TWP - Fire Station 9-3	350 days	6/17/2026	10/29/2027	
1	Project Milestones	341 days	6/17/2026	10/18/2027	
2	RFP received	0 days	6/17/2026	6/17/2026	
3	RFI Due	0 days	7/2/2026	7/2/2026	
4	RFP Due to Owner	0 days	7/9/2026	7/9/2026	
5	Contract Issued/NTP	30 days	7/10/2026	8/20/2026	
6	Construction Start	272 days	9/21/2026	10/13/2027	
7	Substantial Completion	0 days	10/12/2027	10/12/2027	
8	CO Obtained	0 days	10/18/2027	10/18/2027	
9	Preconstruction	275 days	8/21/2026	9/20/2027	
10	Permitting	20 days	8/21/2026	9/18/2026	
11	Building Permit	10 days	8/21/2026	9/3/2026	
12	SECS Permit (If Required)	20 days	8/21/2026	9/18/2026	Verify With A/E
13	Submittals	15 days	8/21/2026	9/11/2026	
26	Procurement Long Lead Equipment	260 days	9/14/2026	9/20/2027	
27	Electrical Panels/Switchboard	42 wks	9/14/2026	7/9/2027	Long Lead Equipment
28	Electrical Transformer	52 wks	9/14/2026	9/20/2027	Long Lead Equipment
29	Procurement/Fabrication	90 days	9/14/2026	1/20/2027	
44	Construction	272 days	9/21/2026	10/13/2027	
45	Mobilization	5 days	9/21/2026	9/25/2026	Start Based on SECS Permit & NTP
46	Set Up Fencing and Barricades	2 days	9/22/2026	9/23/2026	
47	Construction	265 days	9/28/2026	10/11/2027	
48	Site Work/Core/Shell	130 days	9/28/2026	3/31/2027	
49	Excavate Area/Stormtech Chamber/parking area	10 days	9/28/2026	10/9/2026	
50	Footings/Foundation/Underground Utilities	20 days	10/12/2026	11/6/2026	
51	Erect CMU Walls	7 wks	11/9/2026	12/29/2026	
52	Install Roof Joists & Decking	20 days	12/30/2026	1/27/2027	
53	Exterior Sheath/Vapor/Façade/Windows/Doors	45 days	1/28/2027	3/31/2027	
54	Install Roofing, Curbs, Gutters, Fans	15 days	1/28/2027	2/17/2027	
55	Prep/Compact/Pour SOG	13 days	1/28/2027	2/15/2027	
56	Concrete Break - 1	7 edays	2/15/2027	2/22/2027	
57	Concrete Break - 2	7 edays	2/22/2027	3/1/2027	
58	Parking Lot/Landscaping	66 days	4/1/2027	7/2/2027	
59	Prep/Pour Exterior Pads	10 days	4/1/2027	4/14/2027	



Comstock TWP - Fire Station 9-3

7/13/2026

ID	Task Name	Duration	Start	Finish	Notes
60	Prep/Pour Sidewalks, Curbs & Gutters	10 days	4/15/2027	4/28/2027	
61	Parking Lot - Prep/Install/Striping	21 days	4/29/2027	5/28/2027	
62	Landscaping/Signage/Entrance Light	25 days	5/31/2027	7/2/2027	
63	Interior Construction	157 days	3/2/2027	10/11/2027	
64	MEP/FP OH Rough-in	30 days	3/2/2027	4/12/2027	
65	Interior Framing Walls/Ceiling/Door Frames/Doors	20 days	4/1/2027	4/28/2027	
66	OH Inspections	2 days	4/13/2027	4/14/2027	
67	MEP In-wall	20 days	4/26/2027	5/21/2027	
68	Inspections - In Wall	3 days	5/25/2027	5/27/2027	
69	Install Drywall/Finish	20 days	5/28/2027	6/24/2027	
70	Install Ceiling Grid/Pads	15 days	6/25/2027	7/16/2027	
71	Install AHU & Heaters	10 days	6/25/2027	7/9/2027	
72	Prime/Paint	15 days	7/2/2027	7/23/2027	
73	Install & Connect Generator	10 days	7/12/2027	7/23/2027	
74	Install Electrical Panels/Switchboard	15 days	7/26/2027	8/13/2027	
75	Flooring	15 days	8/2/2027	8/20/2027	
76	Restroom Fit Out	25 days	8/23/2027	9/27/2027	
77	Kitchen & Laundry Fit Out	25 days	8/23/2027	9/27/2027	
78	Install Electrical Transformer	10 days	9/21/2027	10/4/2027	
79	MEP/FP Trim-out	10 days	9/28/2027	10/11/2027	
80	Inspections	2 days	10/12/2027	10/13/2027	
81	City Final Inspection	2 days	10/12/2027	10/13/2027	
82	Fire Marshal Final Inspection	2 days	10/12/2027	10/13/2027	
83	Project Close-out/Turnover	14 days	10/12/2027	10/29/2027	
84	T&B	3 days	10/12/2027	10/14/2027	
85	Inspection Walk w/Owner	1 day	10/12/2027	10/12/2027	
86	Punch List completed	10 days	10/15/2027	10/28/2027	
87	Certificate of Occupancy	1 day	10/18/2027	10/18/2027	
88	Turnover to Owner	1 day	10/29/2027	10/29/2027	



CSM GROUP

Site-Specific Safety and Logistics Plan

Date of Origination:	6/24/26	Project Number	2025-01576
Project Name:	Comstock Fire Station	Project Address	10080 E Michigan Ave. (M-96) Galesburg, Michigan 49053

CSM Group is committed to the health and safety of our employees. CSM Group has a safety and health manual, which is a crucial part of this site specific safety plan. The health and safety of our employees, our subcontractors, vendors and the general public is the first consideration in the operation of our business, and in particular this project. It is our goal to establish and maintain safety policies and practices which are in full compliance with all applicable federal, state and local laws, regulations and guidance, especially those issued by Federal OSHA.

Reference	Health and Safety Documents			Project Documents
	Yes	No	N/A	
Contract Documents	X			CSM Group Project Manual, CSM Group Scope and General Safety Requirements, Trade Contractor Safety Requirements
Jurisdiction Having Authority	X			

Project Contact Information

Owner's specific requirements:

TBD upon NTP

Owner Point of Contact & Title:

Matt Beauchamp - Comstock Twp. Fire Chief

E-mail:

mbeauchamp@comstockmi.gov

Phone:

269.217.3954

Medical Emergency Facility Contact Information for Closest Location:

Beacon Kalamazoo Emergency

Address:

1521 Gull Road, Kalamazoo, MI 49048

Phone:

269.226.7000

Hours of Operation:

24 Hours, 7 Days a Week

Map and directions to Medical Emergency Facility posted in job site office and Tab 2 (Emergency Facility)

Occupational Health Care Services (for non life threatening during available hours):

Bronson ProHealth - Battle Creek

Address:

265 Fremont St, Battle Creek, MI 49017

Phone:

269.245.8166

Hours of Operation:

M-F, 7 AM - 5 PM

Map and directions to Medical Non-Emergency Walk-in Facility posted in job site office and Sheet 3 (Non-Emergency Facility)

CSM PM Mobile Number:

Michael Smith, 248.953.3429

CSM PD Mobile Number:

Dan Kocka, 708.932.3479

CSM Safety Specialist:

Safety Specialist - Joel Lamb, 517.745.1660

Safety Director - Charlie Taft, 269.720.7680

Local Police Dept:

911: Non-emergency

Local Fire Dept:

911: Non-emergency

Miss Dig (if applicable):

811

Hazmat (chemical spills and/or toxic releases):

(In MI) State EGLE (PEAS) Hotline: 800-292-4706

Emergency and First Aid Protocol

CSM Group will provide a first aid kit. Each contractor will provide a first aid kit as well. Each contractor will have one person holding a valid first aid and CPR certificate and will be responsible for the proper use and maintenance of the first aid station. Each contractor will be responsible for their own emergency plan.

Emergency procedures are as follows:

For all emergencies, call: 911

Evacuation meeting place and signals:

Fire mustering point: See Safety Logistics Plan Sheet attached and posted in the CSM Group Project Office

Signal: One (1) blast of air horn with five (5) second delay before next single blast. All clear will notify group in muster area.

Tornado shelter: TBD by CSM Group Site Team

Signal: Two (2) blasts of an air horn with a five (5) second delay before next two (2) blasts. All clear will notify group in shelter area.

Hazardous chemical mustering point: See Safety Logistics Plan Sheet attached and posted in the CSM Group Project Office

Signal: Three (3) blasts of an air horn with a five (5) second delay before next three (3) blasts. All clear will notify group in muster area.

Special Needs of the Client (Comstock Twp.)

Item	Yes	No	N/A	Remarks
Shift times	X			Working hours will be mutually agreed upon by the CSM Group Site Team, the Owner, and the Contractor.
Weekend Work				This will be on an as-needed basis.
Restricted Areas		X		
Smoking Areas		X		CSM Group project sites are non-smoking at all times.
Children's presence on/near the site	X			TBD - Viewing area
Handicap people on/near the site	X			TBD - Viewing area
Other public safety concerns	X			TBD - Viewing area and traffic controls

Item	Protection of the General Public			Remarks
	Yes	No	N/A	
Walkways, sidewalks, parking lots cleared and accessible	X			All sidewalks, parking lots, and laydown areas will maintain good housekeeping. No trash will be left lying on the ground, and all materials will be stored in a neat and orderly condition as required by the Scope and General Safety Requirements.
Barricades or Fencing	X			Laydown areas will require barricades, temporary protection, and signage posted. All fuel cells will require jersey barrier protection.
"DANGER DO NOT ENTER" postings Shall be accompanied by a company name and contact persons phone number.	X			Shall be posted at all entrances to the site. They shall also be posted for all overhead work and areas with critical activities occurring
Project Signage	X			Shall be posted at all entrances to the site. Additional signage shall be posted throughout the project site as construction progresses. A review of signage required shall be coordinated with the CSM Group Safety Team.
Other				None

Scope of Project

Work to be performed shall include furnishing all labor, services, materials, insurance and equipment to provide and install New Fire Station 9-3 according to the intent of the plans and specifications.

Protection of Site Work Personnel

SDSs and Chemical Inventory location: Procure>Submittals> SDS Submittals by BP

Job board location: TBD

Special Project Hazards

This is determined and discussed on a daily basis as the project progresses and the circumstances, project site etc., develops and changes. All contractors/subcontractors and/or supervisor must review and document the plan for performing the work task to the employee prior to hazardous operation beginning. (This is not an inclusive list, each supervisor must use common sense when determining the degree of the hazard associated with the task.) Note: Pre-task planning and Pre-Construction forms to be utilized (enclosed herein)

Special Project Hazards

Project Requirements/ Hazards	Applicable to Project	Training Required	Signage Posted	Identified on Logistics Plan	Comments
Excavation or Trenching	YES	YES	YES	N/A	Any excavation left unattended shall have a fence around the perimeter and signage posted.
Confined Space	NO	NO	NO	NO	
Scaffold Erection	YES	YES	YES	NO	Any scaffold assembled and used on the project shall be erected and inspected per OSHA requirements. Tags shall be placed for in-services and out of service use.
Lock Out/ Tag Out	YES	YES	TBD	TBD	All live utilities and equipment shall have a LOTO process in place. This shall include any temporary utilities to the site and permanent utilities and equipment as it is installed.
Arc Flash	YES	YES	YES	NO	All electrical distribution equipment shall be secured and have signs posted identifying applicable hazards.
Masonry Restricted Zone	YES	YES	NO	NO	Each trade contractor will be responsible for ensuring their teams are trained.
Contaminated Soils/ Due Care Plan Acknowledgement	TBD	TBD	TBD	TBD	
Silica Exposure	YES	YES	YES	NO	All regulated activities containing silica shall have a site specific written exposure control plan completed by the trade and reviewed by CSM Group prior to the activity commencing.
Negative Air Pressure Areas: ICRA Controls, Dust Controls, etc.	TBD	TBD	TBD	NO	
Fall Protections	YES	YES	YES	NO	Any fall hazard 6' or greater shall be barricaded. All barricades shall be OSHA compliant and maintained at all times the hazard exists. If barricades need to be removed to complete work then it is the individuals who removed the barricades responsibility to reinstall the barricade.
Crane Location & Erection Plan	YES	YES	TBD	TBD	Crane locations will be detailed on the logistics plan.
FAA Permit Evaluation	TBD	TBD	TBD	TBD	Review FAA air space requirements to determine if an air space permit is required: consider building and crane heights, proximity to airports, helicopter pads, etc.
Critical Rigging	YES	YES	TBD	NO	This will be determined during the assembly of the lifting and hoisting plan. Additional time may be required to review the plan if critical rigging is required.
AM Radio Towers (Shock Risk)	TBD	TBD	TBD	TBD	Website that shows MI AM Tower locations: https://www.expertgps.com/data/mi/towers.asp
Asbestos Awareness	NO	NO	NO	NO	
Demolition	NO	NO	NO	NO	https://www.demolitionassociation.com/Portals/0/pre-start%20survey_1.pdf
Underpinning	N/A	N/A	N/A	N/A	

Tunneling	N/A	N/A	N/A	N/A	
Combustible Dust	N/A	N/A	N/A	N/A	
Overhead / Underground Power Lines	TBD	TBD	TBD	TBD	
Hazardous Chemical Use	TBD	TBD	TBD	NO	All SDS sheets for chemical brought or used onsite shall be submitted to CSM for review. All SDS sheets shall be followed for chemical use procedures.
Ammonia	NO	NO	NO	NO	
Muster Point	YES	YES	YES	YES	See logistics plan.
First Aid & AED	YES	YES	YES	YES	Each trade will be responsible for their own first aid stations. CSM Group's first aid equipment and materials will be located in the CSM Group job trailer.
Emergency Exit Routes	YES	YES	YES	YES	Emergency evacuation maps and signage will be created and posted as the project progresses.
Fire Extinguisher Locations	YES	YES	YES	NO	Fire extinguishers will be placed throughout the building and meet all applicable local, state, and federal standards.
Severe Weather Shelter	YES	YES	YES	YES	CSM Group Site Team to verify location.
Weather Conditions Preparations	YES	YES	YES	YES	Severe weather shelters shall be identified and indicated on the logistics plan. Winter Weather examples: Snow removal planning, ice clearing, salt bucket locations, etc.
Contractor Parking	YES	NO	YES	YES	Contractor parking shall be agreed upon and may vary during the project.
Material Laydown Areas	YES	NO	YES	YES	Material laydown areas shall be designated by the CSM Group Execution Team and identified on the logistics plan.
Work Over Water	TBD	TBD	TBD	TBD	

Job board must be complete with all of the following current Federal and State postings:

Right-to-Know posting: one complete set for site office/gang box (Note: failure to comply with Right-to-know, Hazardous materials communications regulations may result in a fine up to 10,000 per violation)

OSHA and/or MIOSHA 300 Log (to be posted a minimum from February 1 until April 30)

Project Safety Site Drawing

Emergency Procedure

Emergency Phone Numbers and Location

Safety progress (if applicable) man hours vs. accidents

Complete

Yes

Yes

Yes

Yes

Yes

Employee Orientation

	Required	N/A
Drug screening per Work-SAFE and/or Owner requirements	TBD	
Work-SAFE Part 1 & Jobsite/ New Hire Safety Orientation	TBD	
Site Specific Orientation	Yes	
Background checks per owner requirements	TBD	
Documentation of equipment certifications	Yes	
Documentation of First Aid and CPR certifications	Yes	
Documentation of Flu & TB (Tuberculosis) Shots		No
FSRA (Food Safety Risk Assessment) Required/ Provided		No
ICRA (Infection Control Risk Assessment) Required/ Provided		No

Safety Meetings

Progress meetings will be held every Weekly with Safety as the first topic. Any and all problems will be listed and a method for corrective action will be determined and implemented as a result of the meeting.

Project Safety Documentation

Note: All safety related documents will be kept at the job site until the end of the project.

Required N/A

OSHA/MIOSHA 300A "Summary of work related injuries and illness" for each contractor/subcontractor	Yes	
Safety and health plan from each contractor/subcontractor	Yes	
Site Safety Plan for each contractor/subcontractor	Yes	
Pre-task plans	Yes	
Job site / New Hire safety orientation forms	Yes	
Meeting Minutes	Yes	
Site Inspections	Yes	
Daily Reports	Yes	
Accident/Incident and Near miss reports for the project	Yes	
Owner Specific Training Required: ISN, Avetta, etc. (List all that apply)		No

Reporting Requirements

Accident/Incident or any near misses will be reported as follows:

- Verbal & Submission of Incident per the Scope and General Safety Requirements
- Incident Investigation per the Scope and General Safety Requirements
- Final Report completed per the Scope and General Safety Requirements

Daily Log Entries in Procore completed daily: Man-hours weekly from self-perform and subcontractors if applicable

Any unsafe acts that are life threatening and/or repeat offenders

Accident/Incident Follow-up

Root cause analysis (5 why's) document
Correction actions document
Behavioral Incident Analysis

Our Dual Expertise in Fire Service and Construction

CSM Group uniquely combines top-tier construction management with real-world fire service experience. Several of our team members are former firefighters who bring deep operational insight, safety knowledge, and an understanding of fire department culture to every project. This expertise ensures that your facility is designed to meet daily operational realities, comply with ISO standards, address recruitment and retention needs, and provide long-term adaptability.

We apply our field experience to every detail, from turnout gear separation and wellness spaces to rapid-response design, ensuring the facility supports your mission and the demanding work of firefighters. Our dual perspective allows us to translate fire service requirements into practical, cost-effective construction solutions without compromise.

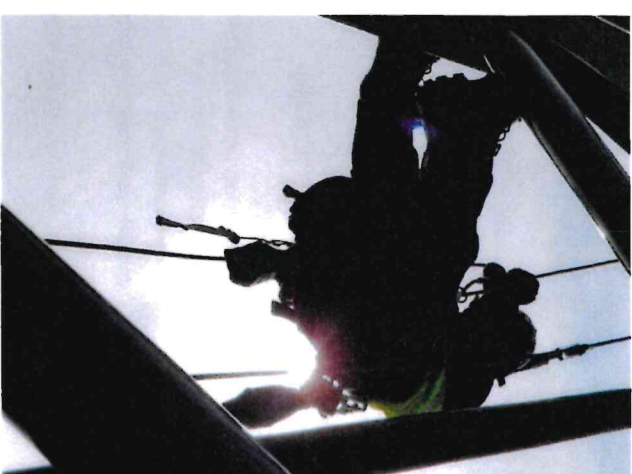
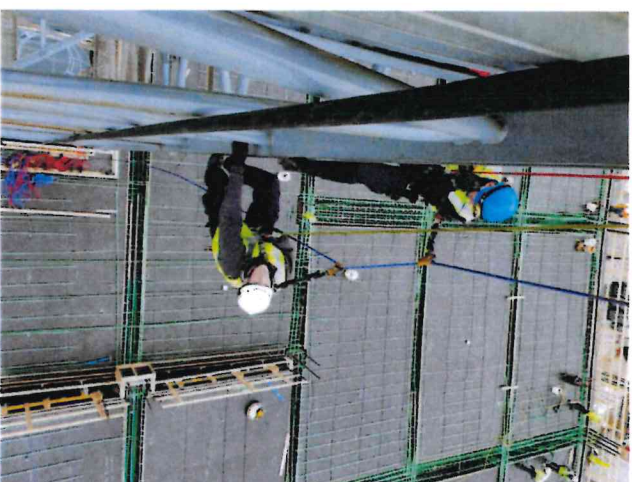


John VanOosterum, Safety SME

30+ years of experience in public safety, including service as a Firefighter/EMT with the Cornstock Township Fire Department.

John brings a rare depth of technical fire service expertise directly into this project's design and construction review. He will serve as a technical resource throughout design and construction, reviewing plans and field conditions against real-world fire service operational requirements, ensuring the finished station performs not just as a well-built facility, but as one built by people who understand how it will actually be used.

CSM Group hosted the Kalamazoo Department of Public Safety and Portage Fire Department for an active tower rescue training in Downtown Kalamazoo during the construction of the Warner Building at 180 E. Water Street. The training involved two scenarios of bringing down people for medical attention: one for someone unconscious and the other for someone who is unable to use the stairs. Pictured are photos from the live training session on site.



Project Team

For Cornstock Township's New Fire Station 9-3 project, we will assign a team experienced in similar environments, skilled in stakeholder collaboration, budget adherence, and quality construction.

Our core execution team includes:

Key Execution Team

- **Dan Kocka**, Senior Director*
- **Michael Smith**, Project Manager*
- **Larry VanPutten**, Superintendent*
- **Joel Lamb**, Safety Specialist*

**Note: Resumes for our key execution staff members, denoted by an asterisk, are provided on the following pages.*

Ancillary Staff

The following team will support your execution team:

- **Matt Nagel**, Project Executive
- **John VanOosterum**, Safety SME*
- **Jim Getting**, Senior Director of Safety
- **Charlie Taft**, Safety Director
- **Blaine Ash**, Director of Preconstruction
- **Jason Bentley**, Senior Preconstruction Manager
- **Riley Boomershine**, Preconstruction Lead
- **Dave Delpiere**, LEED AP BD+C, Director of Estimating
- **Gregg Collard**, Leed AP, Senior Estimator
- **Bettesue Weniger**, Senior Scheduler
- **Brooke Clark**, Project Financial Coordinator
- **Katrina Reed**, Senior Director of Marketing

An organizational chart is provided on the following page.





JONES
PETRIE
RAFINSKI

TECHNICAL SME

JOHN VANOOSTERUM
Society Subject Matter Expert

DAN KOCKA
Senior Director

MATT NAGEL
Project Executive

PRECONSTRUCTION

BLAINE ASH
Director of Preconstruction

JASON BENTLEY
Senior Preconstruction Manager

RILEY BOOMERSHINE
Preconstruction Lead

DAVE DELPIERE, LEED AP BD+C
Director of Estimating

GREGG COLLARD, LEED AP
Senior Estimator

BETTESUE WENIGER
Senior Scheduler

PROJECT EXECUTION

MICHAEL SMITH
Project Manager

LARRY VANPUTTEN
Superintendent

**ENVIRONMENTAL HEALTH
& SAFETY**

JIM GETTING
Senior Director of Safety

CHARLIE TAFT, STSC
Safety Director

JOEL LAMB
Safety Specialist

PROJECT FINANCIALS

BROOKE CLARK
Project Financial Coordinator

**COMMUNICATIONS &
COMMUNITY ENGAGEMENT**

KATRINA REED
Senior Director of Marketing & SUAS Pilot





Dan Kocka

Senior Director

Cell Number
(708) 932-3479

Email Address
daniel.kocka@csmgroupp.com

Registrations & Certifications

- OSHA 30-Hour Certification
- Certified IBEW Journeyman
- Confined Spaces Training
- Skytrak Certification

Education

Bachelor of Arts, Media Communication
Marquette University

Background

As a Senior Director, Dan is responsible for the overall leadership and execution of projects and people. He leads the project team and promotes collaboration between CSM Group, the design team, and the client. Dan provides guidance through recommended design improvements, construction techniques, and schedules, while seeking construction economies. While monitoring cost and progress information of construction activities, he ensures the owner's best interests are served. Dan brings continuity and process efficiencies to projects and is involved entirely from the pre-construction phase through project closeout.

Related Project Experience

Dan brings more than 18 years of experience in the construction industry, specializing in the development of diverse projects such as airports, bridges, hospitals, water reclamation plants, high-rise buildings, educational institutions, commercial complexes, and city infrastructure. His career trajectory began as an electrician and progressed from an apprentice to a project manager, project director, now senior project director.

Prior to joining CSM Group, Dan started his career in the city of Chicago, where he made significant contributions to high-rise commercial and complex hospital projects. His responsibilities encompassed overseeing projects from inception to completion, and he possesses extensive expertise in managing construction activities in occupied and complex environments.

Before joining CSM Group, Dan worked on the fire stations in Battle Creek in 2022, overseeing electrical work. He has also done extensive work in fire alarms, electrical systems, and communications for the Chicago Fire Department and Cook County municipalities.

Dan has supported the following clients:

- City of Battle Creek
- Chicago Fire Department
- Armstrong International
- Cook County
- Greenleaf Trust
- Confidential Animal Health Client
- Jackson Public Schools
- Marshall Public Schools
- Western Michigan University
- Blissfield Community Schools
- Concord Community Schools
- The Burma Center
- Amita Health Saint Mary Medical Center
- Innovo





Michael Smith

Project Manager

Cell Number

(248) 953-3429

Email Address

michael.smith@csmgroupp.com

Registrations & Certifications

- OSHA 30-Hour Certification
- First Aid/CPR/AED Certification
- Client Specific Training

Education

Bachelor of Science, Construction Management

Michigan State University

Background

As a Project Manager, Michael provides leadership, direction, and oversight during all phases of construction around a fully operational jobsite. He will assist with organizing and overseeing the construction process and ensuring projects are completed in a timely and efficient manner. Michael is involved in all phases of the construction process: preconstruction, construction, and post-construction. He will coordinate construction efforts, predict and resolve conflicts before they impact the project, and deliver timely and cost-effective solutions for Comstock Township.

Michael leads and manages projects from a financial and constructability perspective, ensuring that your highest expectations are met by delivering all projects on time, within budget, and safely. He is detail and deadline-orientated, and makes a personal commitment to the successful completion of his projects.

Related Project Experience

Michael brings more than 12 years of experience managing complex projects across multiple market sectors. Prior to joining CSM Group in 2021, he was a civil superintendent for an ENR Top 5 contractor and was involved in several high profile, fast-paced projects in Louisiana, Arkansas, and Colorado.

Projects that Michael has supported since joining CSM Group include:

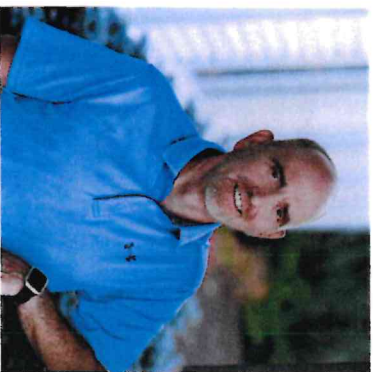
Kalamazoo Country Club | Greenleaf Hospitality

The Kalamazoo Country Club (KCC) is an ongoing project, adding a new course and facilities to rival any in the U.S. Planned improvements include a new clubhouse, fitness center, 11-hole executive course, redesigned 18-hole course by Andrew Green, dining areas, lounges, swimming pools, three new tennis courts that convert to six pickleball courts, and underground parking.

Old City Hall | Catalyst Development

CSM Group brought life back into Old City Hall by renovating and modernizing the 117-year-old building for use as Greenleaf Trust's new office space. Originally built in 1904, the 16,926-square-foot building features tenant spaces equipped with new mechanical and electrical systems, an elevator, stairs, and a second-floor balcony.





Larry VanPutten

Superintendent

Cell Number

(615) 528-2266

Email Address

larry.vanputten@csmgroupp.com

Registrations & Certifications

- OSHA 30-Hour Certification
- First Aid/CPR/AED Certification

Education

Superintendent Training,
Carpenters International Training Center

Background

As Superintendent, Larry will oversee and coordinate daily construction activities in an active project setting to assure the seamless and successful execution of project objectives. He will work with the senior director and/or project manager to develop execution strategies, schedules, and detailed plans to safely and efficiently execute project field work to meet client, business, and project milestones.

Larry will provide technical support and knowledge to on-site trade personnel of varying trade disciplines and will demonstrate proficiency in the processes and methodologies to successfully complete site-specific work. This will include technical trade knowledge and aptitudes favoring means & methods, site/trade coordination, complex installations, logistics, schedule management, site safety and field quality assurance.

Related Project Experience

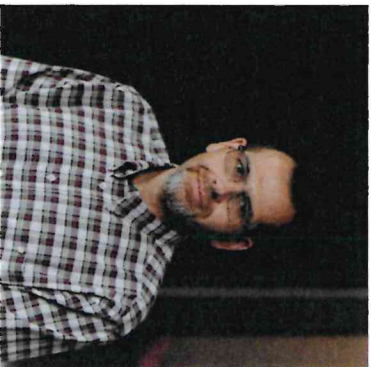
Larry is a veteran field leader with 30+ years of experience supervising complex building projects, coordinating subcontractors, enforcing safety and quality standards, and delivering work to schedule in demanding, multi-trade environments. Larry's experience includes planning and running large job sites, conducting safety orientations, enforcing OSHA-compliant practices, coordinating deliveries and laydown, and performing detailed quality checks before turnover.

On the Comstock Township Fire Station 9-3 Project, Larry will lead day-to-day field operations, trade coordination, and site logistics, working closely with the Project Manager, A/E team, and Owner to maintain productivity, quality, and safety on the jobsite

His project portfolio includes:

- Kalamazoo Country Club
- Corewell Health Internal Medicine
- Cook-Devos Center for Health Sciences
- Corewell Health Psychiatric Outpatient
- Borgess Navigation Center
- Bronson Urology + Specialists
- Michigan State University
- Rivertown Mall
- Cinemark
- Little River Casino
- Blarney Castle
- Bay Harbor





Joel Lamb, CHST

Safety Specialist

Cell Number
(517) 745-1660

Email Address
joel.lamb@csmgroupp.com

Registrations & Certifications

- CHST Certification
- Certified Indoor Environmentalist (ACAC)
- State of Michigan Asbestos Contractor/Supervisor and Inspector
- NIOSH 582 Training
- OSHA 510; 30-Hour Certification
- International Paper EHS Specialist Qualification
- First Aid/CPR/AED Certification

Education

Bachelor of Science, Geology:
Environmental, Minor in Chemistry
Lake Superior State University

Background

As Safety Specialist, Joel is ultimately responsible for monitoring and executing an effective, safe workplace in compliance of safety, health, and the environment. Joel directs the resources and activities of the organization to support the Health and Safety programs by providing advice and guidance to project staff.

Joel has significant influence on the company's overall performance in the areas of construction site health and safety. The primary goal is to continually maintain an appropriate level of awareness, knowledge, and preparedness across the organization to create a culture that prioritizes effective safety protocol.

Related Project Experience

Joel is a seasoned specialist with over 25 years of experience in safety, environmental health, industrial hygiene, and indoor air quality. His career spans roles such as site safety professional, industrial hygienist, environmental consultant, and project manager. He has worked with a wide range of clients including school districts, power plants, chemical companies, and municipalities.

Joel has held key positions at organizations like EQ (now US Ecology), Delisle Associates, Nova Environmental, and several consulting firms, where he managed projects, conducted inspections and sampling, ensured regulatory compliance, and provided staff training. His work has included everything from field operations and technical support to executive-level decision-making.

Joel's experience supporting municipalities, educational institutions, industrial facilities, and commercial clients provides a strong foundation for projects serving the public. His expertise in environmental health, indoor air quality, hazardous material identification, and construction safety allows him to evaluate potential risks and develop practical solutions that protect workers, building occupants, and the surrounding community. As a certified safety professional with experience managing complex site conditions and regulatory requirements, Joel helps ensure projects are executed safely, efficiently, and in accordance with applicable federal, state, and local standards.





John Vanoosterum

Technical Subject Matter Expert

Cell Number
(269) 532-2130

Email Address
john.vanoosterum@csmgroupp.com

Registrations & Certifications

- OSHA 30-Hour Certification
- First-Aid/CPR/AED Certification
- Safety Trained Supervisor Construction Certification
- Asbestos 2-Hour Awareness Training
- Pro-Board-Certified Fire Inspector
- Fire Plans Examiner
- Fire Officer I & II
- Fire Service Instructor
- Incident Safety Officer
- Fire Cause and Origin Investigator

Education

Bachelor of Science, Criminal Justice
Western Michigan University

Background

John plays an integral role in setting the tone for overall corporate safety and risk management. He provides overall leadership, professional knowledge and expertise in the administration and support of Health and Safety processes to include regulatory agency compliance, company policies and human capital development.

John proactively plans, directs, and executes the company's safety program to ensure a safe, healthy, and accident-free work environment. He is ultimately responsible for creating an innovative and effective safety culture through proactive program management, accurate compliance procedure implementation, and a behavioral-based safety approach.

Related Project Experience

John has over 30 years of experience working in public safety related roles. John has held various roles in police, fire, and EMS. His journey in public safety began as a Law Enforcement Explorer with the Kalamazoo County Sheriff Department. From there he entered the Fire Service as a Firefighter/EMT with the Comstock Township Fire Department. He served as a Public Safety Officer with Kalamazoo Public Safety until his retirement in July of 2022.

Additionally, as a Kalamazoo Public Safety Officer, he served as a Hazardous Materials Technician with the Kalamazoo County HazMat Response Team and was a proud member of the KDPS Honor Guard. He was also a founding member of the KDPS Peer Support team, providing counseling to fellow first responders throughout southwest Michigan. He served in the Operations Division as a patrol officer and "Equipment Operator" (Fire truck Operator) as well as in the training division where he was an instructor in the KDPS Fire Academy.

John also responded to Ground Zero, where he provided peer support to members of the NYPD and FDNY during their recovery efforts following the 9-11 attacks on the World Trade Center.

John currently leads the safety team on-site at a confidential Fortune 500 pharmaceutical client. Under his supervision, the team has experienced over 36+ months without recordable injuries or lost time.

Since 2009, John has also served as an adjunct instructor at Kalamazoo Valley Community College (KVCC), where he currently teaches three courses, including (FIRE 110) Fire Prevention, Building Construction for the Fire Service (FIRE 111), as well as Introduction to Law Enforcement and Criminal Justice (LEN 101).

John's unwavering dedication to public safety, first hand experience, and attention to detail will be a differentiator for the Comstock Township project.



Section III – Audited Financial Statement

CSM Group provides a copy of the cover letter for its Consolidated Financial Report for calendar year 2025, as prepared by CSM Group's independent auditor Plante & Moran, PLLC. The financial information contained in the Report (including Balance Sheet, Statement of Stockholders' Equity, and Statement of Operations) is confidential and will be provided for in-person review, at a time and location to be selected by Charter Township of Comstock.

A statement of CSM Group's bonding capacity and good standing, as provided by Travelers Casualty & Surety Company of America and HUB International Midwest, is also provided for reference on the following pages.





Plante & Moran, PLLC
 Suite 300
 750 Trade Centre Way
 Portage, MI 48902
 Tel: 269.567.4500
 Fax: 269.567.4501
 planteandmoran.com

Independent Auditor's Report

To the Board of Directors
 CSM Group, Inc.

Opinion

We have audited the consolidated financial statements of CSM Group, Inc. (the "Company"), which comprise the consolidated balance sheet as of December 31, 2025 and 2024 and the related consolidated statements of operations, stockholders' equity, and cash flows for the years then ended, and the related notes to the consolidated financial statements.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Company as of December 31, 2025 and 2024 and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audits of the Consolidated Financial Statements* section of our report. We are required to be independent of the Company and to meet our ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with accounting principles generally accepted in the United States of America and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Company's ability to continue as a going concern within one year after the date that the consolidated financial statements are issued or available to be issued.

Auditor's Responsibilities for the Audits of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that audits conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the consolidated financial statements.

To the Board of Directors
CSM Group, Inc.

In performing audits in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audits.
- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the consolidated financial statements.
- Obtain an understanding of internal control relevant to the audits in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the consolidated financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Company's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audits, significant audit findings, and certain internal control-related matters that we identified during the audits.

Plante & Moran, PLLC

June 18, 2026

CSM Group, Inc.

Consolidated Balance Sheet

		December 31, 2025 and 2024	
		2025	2024
Assets			
Current Assets			
Cash and cash equivalents	\$	5,522,913	\$ 13,389,948
Contracts receivable:			
Trade - Net (Note 3)		34,826,607	25,534,793
Other		2,500	160,650
Contract assets - Costs and estimated earnings in excess of billings on uncompleted contracts, including conditional retainage of \$17,792,222 and \$15,082,543 as of December 31, 2025 and 2024, respectively		18,594,644	16,327,898
Prepaid expenses and other current assets		1,260,096	999,721
Total current assets		60,206,760	56,413,010
Property and Equipment - Net (Note 4)		202,792	308,903
Right-of-use Operating Lease Assets - Net (Note 12)		456,618	669,549
Right-of-use Finance Lease Assets - Net (Note 12)		45,081	31,867
Other Assets			
Investment in joint venture (Note 5)		1,980,349	113,744
Other noncurrent assets		126,118	123,214
Total other assets		2,106,467	236,958
Total assets	\$	63,017,718	\$ 57,660,287
Liabilities and Stockholders' Equity			
Current Liabilities			
Trade accounts payable (Note 6)	\$	47,787,146	\$ 43,469,283
Current portion of lease liabilities - Operating (Note 12)		345,850	309,313
Current portion of lease liabilities - Finance (Note 12)		20,108	21,253
Contract liabilities - Billings in excess of costs and estimated earnings on uncompleted contracts - Net of conditional retainage of \$630,827 and \$309,391 as of December 31, 2025 and 2024, respectively		1,028,941	1,702,168
Accrued and other current liabilities		1,994,208	1,630,804
Total current liabilities		51,176,253	47,132,821
Lease Liabilities - Operating - Net of current portion (Note 12)		183,652	472,420
Lease Liabilities - Finance - Net of current portion (Note 12)		25,679	11,644
Other Long-term Liabilities		166,178	166,178
Stockholders' Equity		11,465,956	9,877,224
Total liabilities and stockholders' equity	\$	63,017,718	\$ 57,660,287

CSM Group, Inc.**Consolidated Statement of Operations****Years Ended December 31, 2025 and 2024**

	2025	2024
Contract Revenue	\$ 245,217,281	\$ 195,800,638
Cost of Revenue	232,015,138	185,150,801
Gross Profit	13,202,143	10,649,837
Operating Expenses - General and administrative expenses	11,042,741	10,369,147
Operating Income	2,159,402	280,690
Nonoperating Income (Expense)		
Interest income	433,257	671,069
Other income	-	27,639
Interest expense	(5,414)	(12,109)
Total nonoperating income	427,843	686,599
Consolidated Net Income	\$ 2,587,245	\$ 967,289



HUB International Midwest

1411 Opus Place, Suite 450
Downers Grove, IL 60515
(630) 466-5600

www.hubinternational.com

April 21, 2026

Re: CSM Group, Inc.
Bonding Prequalification

To Whom It May Concern:

Please be advised that Hub International Midwest currently provides surety support and services to CSM Group, Inc. and our experience with them over the past 10+ years has been exemplary.

We maintain an active surety bond program for CSM Group with Travelers Casualty & Surety Company of America – rated A++, XV by A.M. Best Company. To date, Travelers has supported each and every bond request from CSM Group, including considerations of support of single projects in the amount of \$300,000,000 and overall aggregate work program needs in the \$800 million range. CSM Group and its management team have always completed its bonded and unbonded projects successfully and we welcome their next bond request.

Please note that the approval and execution of any surety bonds will always be conditioned upon the Surety's complete underwriting review including, but not limited to, the review and acceptance of the final contract terms, evidence of 100% project financing and the use of acceptable bond forms. This letter is not to be construed as an agreement to provide surety bonds for any particular project, but is offered as an indication of our past experience and confidence in CSM Group.

We offer our highest recommendation to you of our valued client, CSM Group, Inc. Should you have any questions, please contact me directly.

Sincerely,

Amy Wickett

Amy Wickett
Senior Vice President – Surety

Clarifications & Exclusions

- CSM Group's proposal is contingent upon review of the Owner's complete/proposed contract agreement and the parties' mutual acceptance to all associated terms and conditions, including agreement on project completion milestones associated with liquidated delay damages.
- Costs associated with bonding requirements, as described in the RFP, are included in the alternate pricing section of the bid form (and not included in the Base Bid). CSM Group invites Charter Township of Comstock to review and consider bond savings opportunities, including use of industry-standard 100% performance and payment bond bonds and a maintenance bond or performance bond commitment tied to a typical one (1) year warranty period. CSM Group's alternate pricing has captured estimated pricing associated with bonding requirements as stated in the RFP; however, additional clarification of the requested maintenance bond (scope, requirements, and related contract terms) is required.
- CSM Group's proposal and pricing excludes cost and schedule impacts associated undisclosed conditions, including unsuitable soils, pre-existing waste or hazardous materials, differing subsurface conditions, or undisclosed or differing utilities.
- This proposal is based on laws, regulations, tariffs, duties, taxes, and governmental policies in effect as of the bid date. Proposed pricing excludes any additional costs, delays, or impacts resulting from unanticipated governmental actions, including without limitation the imposition, increase, modification, or repeal of tariffs, customs duties, import restrictions, sales or use taxes, excise taxes, or other governmental charges enacted after the bid date.
- CSM Group assumes timely Owner/Architect responses; delays in reviews or approvals may impact project cost and schedule.
- The proposal is based on standard work hours. Costs associated with overtime, off-hours work, or Owner-directed acceleration (not attributable to acts or omissions of CSM Group) are excluded.
- CSM Group assumes reasonable site access and working conditions. Cost or schedule impacts associated with third-party acts or omissions, or access delays or constraints, are excluded.
- The proposal assumes standard permitting support. Changes in authority requirements or delayed approvals are excluded.
- This proposal assumes acceptance of and performance by trade subcontractors pre-qualified and selected by CSM Group. Cost impacts attributable to Owner-directed trades or vendor selection are excluded.
- Pricing and schedule is contingent upon timely award and execution of a project contract, including to enable early mobilization and commencement of earthwork prior to onset of winter conditions.
- Per Addendum 1, Davis-Bacon/prevaling wage requirements are not included, and CSM Group has excluded any associated prevailing wage or certified payroll tracking costs (for CSM Group and its trade contractors).
- Per Addendum 3, utility service and tap fees are excluded from this proposal.
- The submitted Bid Bond is expressly tied to and based upon the scope, requirements, assumptions, and information disclosed in the Charter Township of Comstock's Request for Proposal, related bid documents, and the Clarifications & Exclusions included in this proposal. The Bid Bond shall not apply to, and CSM Group assumes no obligation with respect to, any material changes, additions, omissions, or conditions not disclosed in the Owner's RFP documents at the time of bid submission.



Clarifications & Exclusions

- Irrigation system is excluded; insufficient information provided to include in this bid.
- Vinyl wall covering (VWC) is excluded; no specifications were provided.
- Carpet is priced based on the "Integrate" style; the style specified comes in multiple options.
- Includes (2) Whirlpool washing machines (WTW8127LW) and (2) dryers (WED8127LW).
- The Induction Cooktop (Note 44, Furniture/Equipment Schedule) is noted for contractor provide-and-install, but no make/model was given; it is not included in this proposal.
- The Garbage Disposal (Note 7, Furniture/Equipment Schedule) is noted for contractor provide-and-install, but no make/model was given; it is not included in this proposal.
- The SCBA Air Compressor is noted as "new" on the equipment schedule, but the schedule does not indicate a provider/installer; it is not included in this proposal.
- Fire protection includes one (1) Class I manual dry standpipe in the hose tower, complete with four (4) exposed brass 2-1/2" hose valves with caps and chains, supplied by one (1) wall-type Storz Fire Department Connection.
- The patio fence cost is excluded; insufficient information provided for accurate pricing at this time.
- Interior signage is priced using stock materials and standard room signage per 7/A401.
- Exterior monumental signage is not included; insufficient information provided for accurate pricing.
- Fire extinguishers and fire extinguisher cabinets are not included.
- Security system and equipment are excluded, as this scope is to be provided by Owner.
- This proposal excludes any custom colors.
- This proposal assumes all utilities are adequate for the system(s) designed in the drawings.
- Glazed block is showing a 34-week lead time. If proceeding with this alternate, the project schedule will need to be adjusted accordingly, which may incur additional costs to the project.
- Wood slat panels are included at Dining R105 and Day Room 104 only.
- Includes (13) 4'x8' covered acoustical wall panels in this proposal.
- Drywall is not currently figured at the bottom of the trusses.
- Exterior painting is not currently figured in this proposal.
- Gas meter is not currently included in this proposal and is assumed to be provided by Owner.
- Final duct cleaning is not included in this proposal.
- Vibration or seismic restraints are not included in this proposal.



Building with purpose, precision, and pride.

Purpose

Aligned with Comstock Township's core values, CSM Group is deeply committed to the community, prioritizing people, safety, and resilience. We understand that this is not simply a construction project; it is a mission-critical investment in the people who protect this community every day.

Precision

Our team includes former first responders and fire station experts, excelling in operational phasing, technology integration, and transparent communication. Clear public zones, wayfinding, and built-in safety measures ensure operational security and a strong community interface. We lead with safety, operate with integrity, and serve with purpose—true partners in building stations that protect, connect, and endure.

Pride

With local roots and partnerships, we hire locally, engage with schools and nonprofits, and support the growth of local economy. We are honored by the opportunity to be part of this legacy and stand ready to help shape fire stations that serve, support, and inspire, now and for generations to come.

CSM Group is committed to working closely with the Township and fire personnel throughout the life of the project to thoughtfully incorporate elements of the current station wherever possible.

With team members who have served on the front lines of emergency response, we understand the deep significance of preserving tradition and honoring the legacy of those who have dedicated their lives to protecting others. These stations are more than buildings; they are symbols of service, sacrifice, and community pride, and we are dedicated to ensuring that legacy is reflected in the facilities that will serve future generations.

Our team is available and ready to support the Charter Township of Comstock. **Immediately upon award, CSM Group will work closely with the Township, Fire Department, and Design team to finalize strategy and identify any potential areas for value engineering.**



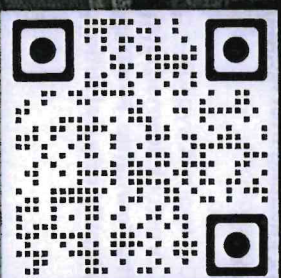
Thank you for this opportunity.

SUBMITTED BY

CSM GROUP

600 E. Michigan Avenue, Suite A
Kalamazoo, MI 49007
(269) 746-5600
Info@csmgroup.com

At CSM Group, we're not just building structures. We're shaping the future of construction management. Scan the QR code to watch CSM Group's feature in the CBS documentary *Economy 4.0*.



APPENDIX A

Required Documents



CHARTER TOWNSHIP OF COMSTOCK CONTRACTOR'S BID FOR PUBLIC WORK

Project Name (New Fire Station 9-3)

Project No. (2025-01576)

For Bids Due (July 9, 2026)

PART I

(Must be completed for all bids. Please type or print)

Date: 7/13/2026 Bidder (Firm): CSM Group
 Address: 600 E. Michigan Ave., Ste. A.
 City/State/Zip: Kalamazoo, MI 49007 Telephone Number: (877) 386-8214
 Email Address: daniel.kocka@csmgroup.com

Agent of Bidder (if Applicable): Daniel Kocka

Pursuant to notices given, the undersigned offers to furnish labor and/or material necessary to complete the public works project of:

Charter Township of Comstock - New Fire Station 9-3

Charter Township of Comstock, in accordance with plans and specifications prepared by:

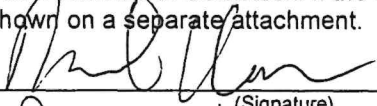
Jones, Petrie, Rafinski

and dated 06/09/2026 for the sum of (enter the Total Bid as shown on the Proposal)

Base = \$10,885,057, Alternate = (\$135,519) \$10,749,538
 (Enter sum of Total Base Bid plus Alternates shown on Proposal) (Numerical)

The undersigned further agrees to furnish a bond or certified check with this bid for an amount specified in the notice of the letting. If alternative bids apply, the undersigned submits a proposal for each in accordance with the notice. Any addendums attached will be specifically referenced at the applicable page.

If additional units of material included in the contract are needed, the cost of units must be the same as that shown in the original contract if accepted by Charter Township of Comstock. If the bid is to be awarded on a unit basis, the itemization of the units shall be shown on a separate attachment.

By 
 (Signature)
DANIEL KOCKA
 (Printed Name of Person Signing)

ACCEPTANCE

The above bid is accepted this _____ day of _____ 20 _____

Subject to the following conditions: _____

COMSTOCK FIRE & RESCUE

 Fire Chief

PART II

These statements to be submitted under oath by each bidder with and as part of his/her/its bid.

BASE BID

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
1					
2					
3					
4					
5					

BASE BID TOTAL \$10,895,057

ALTERNATE #1

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
6	REMOVE TRAINING TOWER				(\$252,097)
7	REMOVE 5 TH APPARATUS BAY				(\$144,422)
8	PROVIDE GLAZED CMU AS INDICATED				+ \$60,000
9	ADD LIGHTNING PROTECTION				+ \$63,000
10	PROVIDE BARRICADE UPON AWARD				+ \$139,000

ALTERNATE #1 TOTAL (\$135,519)

Bidder (Firm):

Csm Group

Address:

60 E MICHIGAN AVE, SUITE A

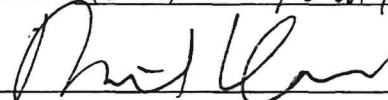
City/State/Zip:

Kalamazoo, MI 49007

Telephone Number:

(877) 386, 8214

By



(Signature)

DANIEL KATS

(Printed Name of Person Signing)

RECEIVED
JUL 07 2026
BY: _____

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

The CSM Group, Inc.
600 E. Michigan Ave., Ste. A
Kalamazoo, MI 49007

SURETY:

(Name, legal status and principal place of business)

Travelers Casualty and Surety Company of America
One Tower Square
Hartford, CT 06183

Mailing Address for Notices

1411 Opus Place, #450
Downers Grove, Illinois 60515

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

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

OWNER:

(Name, legal status and address)

Charter Township of Comstock, Michigan
5858 King Highway
Kalamazoo, MI 49048

BOND AMOUNT: \$ 5% Five Percent of Amount Bid

PROJECT:

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

Project No. 2025-01576: New Fire Station 9-3; Located at: 10080 E. Michigan Ave. (M-96), Galesburg, Michigan 49053.

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

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

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

Signed and sealed this 9th day of July, 2025

(Witness)


(Witness) Karen A. O'Connell

The CSM Group, Inc.

(Principal)

(Seal)

By:

(Title)

Travelers Casualty and Surety Company of America

(Surety)

(Seal)

By:

(Title) Martin Moss

Attorney-in-Fact



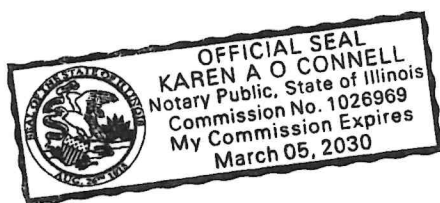
RECEIVED
JUL 07 2026
BY: _____

State of Illinois
County of DuPage

SURETY ACKNOWLEDGEMENT (ATTORNEY-IN-FACT)

I, Karen A. O Connell Notary Public of DuPage County, in the State of Illinois,
do hereby certify that Martin Moss Attorney-in-Fact, of the Travelers Casualty and
Surety Company of America who is personally known to me to be the same person whose
name is subscribed to the foregoing instrument, appeared before me this day in person, and
acknowledged that he signed, sealed and delivered said instrument, for and on behalf of the
Travelers Casualty and Surety Company of America for the uses and purposes therein set forth.

Given under my hand and notarial seal at my office in the City of Downers Grove in
said County, this 9th day of July, 2025.



Karen A O Connell
Notary Public Karen A. O Connell
My Commission expires: March 5, 2030



Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company
Farmington Casualty Company

POWER OF ATTORNEY

Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, St. Paul Fire and Marine Insurance Company, and Farmington Casualty Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and the Companies do hereby make, constitute and appoint Martin Moss, of Downers Grove, IL, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 13th day of May, 2026.



State of Connecticut

City of Hartford ss.

On this the 13th day of May, 2026, before me personally appeared Bryce Grissom, who acknowledged himself to be the Senior Vice President, Surety, Bond & Specialty Insurance, of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the 31st day of March, 2031



RECEIVED
JUL 07 2026
 BY: Bryce Grissom
 Bryce Grissom, Senior Vice President

Marie E. Sorensen
 Marie E. Sorensen, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 9th day of July, 2025.



Kevin E. Hughes
 Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.

Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

NON-COLLUSION AFFIDAVIT**SUBMISSION REQUIRED WITH ALL BIDS****PROFESSIONAL -**

WORK -

FILE No. _____

Affiant, DANIEL KOLKA, being first duly sworn, deposes and says that:(1) Affiant is (enter title) SENIOR DIRECTOR of CSM GROUP, "the Bidder." Affiant has personal knowledge of the matters set forth in this Affidavit and is competent to testify about them.(2) The Bidder has submitted to the **Owner** a "Bid" to enter into the above referenced Contract, also referred to in this Affidavit as "the Work."(3) This Section 00320 Non-collusion Affidavit is executed by Affiant for inclusion with the submission to the **Owner** of the Bid and may be relied upon by the **Owner** in considering the Bid.

(4) Affiant is fully informed about the preparation and contents of the Bid and of all pertinent circumstances surrounding the Bid, has not entered into any contract, combination, conspiracy, or other act prohibited by federal, State or any other local Law. The Bid is genuine and is not a collusive or sham Bid.

(5) Neither the Bidder nor any of the Bidder's owners, officers, partners, directors, agents, representatives, employees or parties in interest, including this Affiant, have in any way entered or proposed to enter into any combination to prevent the making of any Bid, or to fix any prices (including overhead, profit or other costs) for the Bid; or have made any agreement, or given or promised any consideration to induce any other person not to Bid for the Work, or to Bid at a specified price; or have secured, proposed or intended to secure through any agreement an unlawful advantage against the **Owner** or any other person interested in the Work.

(6) No officer or employee of the State of Michigan is personally or financially interested, directly or indirectly, in the Bid, or any Contract which may be under it, or in the purchase or sale of any materials, equipment or supplies for the Work to which it relates, or any portion of any expected profits thereto.

(7) The Bid is not intended to secure an unfair advantage or benefit from the **Owner** or in favor of any person interested in the proposed Contract.

(8) The prices bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any other of the Bidder's owners, officers, partners, directors, agents, representatives, employees or parties in interest, including this Affiant; and neither the Bidder nor any of its owners, officers, partners, directors, agents, representatives, employees or parties in interest, including this Affiant, have divulged any information regarding the Bid or any data about the Bid to any other person.

By: [Signature]

SIGMA VENDOR NUMBER _____

Title: SENIOR DIRECTORTelephone No. 708-932-3479

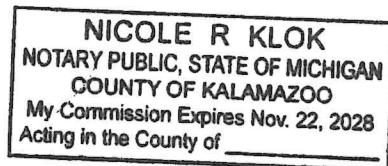
VERIFICATION

STATE OF Michigan)
COUNTY OF Kalamazoo)

Before me, a Notary Public commissioned, qualified and acting, personally appeared (enter name of the person signing this Affidavit) Nicole R. Klok to me well known to be the person described in and who signed this Section 00320 Non-collusion Affidavit, who being by me first duly sworn upon oath, says that he/she is the Attorney-in-Fact for (enter Bidder's name) Daniel Klock - Senior Project Director of CSM Group, that he/she has been authorized by (enter name of individual, partnership name, or the authorized governing body of the Bidder) CSM Group to execute this Section 00320 Non-collusion Affidavit on behalf of the named Bidder in favor of the STATE OF MICHIGAN, for the uses and purposes mentioned.

Subscribed and sworn to before me this 7th day of JULY, 2020.
Nicole R. Klok

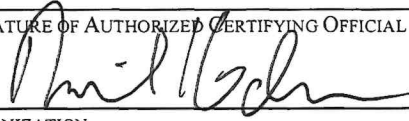
Notary Public, State of Michigan
My Commission expires: November 22, 2023



CERTIFICATION OF NON-DEBARMENT OR SUSPENSION

In accordance with Executive Order 12549 and Executive Order 12689, entitled Debarment and Suspension, and any applicable implementing regulations, this certification must be completed by the Organization:

1. Under penalty of perjury, except as noted below, all persons or firms or any person associated therewith in the capacity of owner, partner, director, officer, or manager:
 - 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 the three (3) year period preceding this certification, 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 statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in subparagraph (1)(b) of this certification; and
 - d. Have not, within the three (3) year period preceding this certification, had one or more public transactions (Federal, state, or local) terminated for cause or default.
 - e. Will not subcontract with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs
2. If such persons or firms later become aware of any information contradicting the statements of paragraph (1), they will promptly provide that information to NACCHO.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE SENIOR DIRECTOR
ORGANIZATION CSM Gear	DATE SIGNED 7/7/20



**CHARTER TOWNSHIP OF COMSTOCK
CONTRACTOR'S BID FOR PUBLIC WORK
CHECKLIST FOR BIDDERS**

Project Name (New Fire Station 9-3)

Project No. (2025-01729)

For Bids Due (July 9, 2026)

From time to time Charter Township of Comstock finds it necessary to reject a bid because it does not comply with statutory requirements. In preparing your bid, please use the following checklist in order to make sure that your bid is done in the proper manner.

- ☒ Proper bid security included. The bidder has the option of providing either a Certified Check or Bid Bond.
- ☒ Bid prepared on Comstock Fire & Rescue's Contractor's Bid for Public Work Form, completely executed.
- ☒ Acknowledge Receipt of 6 Addendum(s) included with the bid.
- ☒ All required additional information is included with the bid.
- ☒ Proposal statements and other affidavits all signed by the proper party with name either printed or typed underneath signature.
- ☒ This checklist submitted with the Bid.

This checklist is provided for bidder's use in assuring compliance with required documentation; however, it does not include all specifications requirements and does not relieve the bidder of the need to read and comply with the specifications.

Bidder: CSM Group Date: July 13, 2026

By Authorized Representative:

Signature:

Print Name & Title: Dan Kouka, Senior Director

Kalleward
3548 Gembrit Circle
Kalamazoo, MI 49001
www.kalleward.com



TO: Comstock Township Hall
5858 King Highway
Kalamazoo, MI 49048

RE: SEALED BID for New Fire Station 9-3



**CHARTER TOWNSHIP OF COMSTOCK
CONTRACTOR'S BID FOR PUBLIC WORK
CHECKLIST FOR BIDDERS**

Project Name (New Fire Station 9-3)

Project No. (2025-01576)

For Bids Due (July 9, 2026) July 13th at 4pm

From time to time Charter Township of Comstock finds it necessary to reject a bid because it does not comply with statutory requirements. In preparing your bid, please use the following checklist in order to make sure that your bid is done in the proper manner.

- X Proper bid security included. The bidder has the option of providing either a Certified Check or Bid Bond.
- X Bid prepared on Comstock Fire & Rescue's Contractor's Bid for Public Work Form, completely executed.
- X Acknowledge Receipt of 6 Addendum(s) included with the bid.
- X All required additional information is included with the bid.
- X Proposal statements and other affidavits all signed by the proper party with name either printed or typed underneath signature.
- X This checklist submitted with the Bid.

This checklist is provided for bidder's use in assuring compliance with required documentation; however, it does not include all specifications requirements and does not relieve the bidder of the need to read and comply with the specifications.

Bidder: Kalleward Group

Date: July 13, 2026

By Authorized Representative:

Signature:

Print Name & Title: James D. Kalleward (JD), President

CHARTER TOWNSHIP OF COMSTOCK CONTRACTOR'S BID FOR PUBLIC WORK

Project Name (New Fire Station 9-3)

Project No. (2025-01576)

For Bids Due (July 9, 2026) July 13, 2026

PART I

(Must be completed for all bids. Please type or print)

Date: July 13, 2026 Bidder (Firm): Kalleward Group

Address: 3548 Gembrit Circle

City/State/Zip: Kalamazoo, MI 49001 Telephone Number: (269) 372-7300

Email Address: jdkalleward@kalleward.com

Agent of Bidder (if Applicable): _____

Pursuant to notices given, the undersigned offers to furnish labor and/or material necessary to complete the public works project of Charter Township of Comstock, in accordance with plans and specifications prepared by Jones, Petrie, Rafinski, and dated 06/09/2026:

BASE BID FROM BID SCHEDULE (Include specified Allowances):

<u>Ten Million Eight - Hundred Ninety Three thousand</u> (use words)	Dollars \$ <u>10,893,000</u> (in figures)
Alternate 1: (Add/Subtract) <u>Four Hundred Seventy-Five Thousand Five Hundred</u> (use words)	Dollars \$ <u>475,500.00</u> (in figures)
Alternate 2: (Add/Subtract) <u>Three Hundred Forty Thousand ~</u> (use words)	Dollars \$ <u>340,000.00</u> (in figures)
Alternate 3: (Add/Subtract) <u>Sixty-Six Thousand Nine Hundred</u> (use words)	Dollars \$ <u>66,900.00</u> (in figures)
Alternate 4: (Add/Subtract) <u>Sixty-Nine Thousand Six Hundred</u> (use words)	Dollars \$ <u>69,600.00</u> (in figures)

The undersigned further agrees to furnish a bond or certified check with this bid for an amount specified in the notice of the letting. If alternative bids apply, the undersigned submits a proposal for each in accordance with the notice. Any addendums attached will be specifically referenced at the applicable page.

If additional units of material included in the contract are needed, the cost of units must be the same as that shown in the original contract if accepted by Charter Township of Comstock. If the bid is to be awarded on a unit basis, the itemization of the units shall be shown on a separate attachment.

By _____

(Signature)

James D. Kalleward (JD)

(Printed Name of Person Signing)

ACCEPTANCE

The above bid is accepted this _____ day of _____ 20 _____

Subject to the following conditions: _____

CHARTER TOWNSHIP OF COMSTOCK

COMSTOCK FIRE & RESCUE

Fire Chief

PART II

These statements to be submitted under oath by each bidder with and as part of his/her/its bid.

Attach additional pages for each section as needed.

SECTION I EXPERIENCE QUESTIONNAIRE

1. Attach information regarding projects your organization has completed for the period of one (1) year prior to the date of the current bid.
2. Attach a listing of public works projects currently in process of construction by your organization.
3. Attach information regarding any failure to complete any work awarded to you and the location thereof.
4. Attach references from private firms for which you have performed work.

SECTION II PLAN AND EQUIPMENT QUESTIONNAIRE

1. Attach an explanation of your plan or layout for performing proposed work. (Examples could include a narrative of when you could begin work, complete the project, number of workers, etc. and any other information which you believe would enable Charter Township of Comstock to consider your bid.)
2. Attach a listing of the names and addresses of all subcontractors (i.e. persons or firms outside your own firm who have performed part of the work) that you have used on public works projects during the past five (5) years along with a brief description of the work done by each subcontractor.
3. If you intend to sublet any portion of the work, attach the name and address of each subcontractor, equipment to be used by the subcontractor, and whether you will require a bond. However, if you are unable to currently provide a listing, please understand a listing must be provided prior to contract approval. Until the completion of the proposed project, you are under a continuing obligation to immediately notify Charter Township of Comstock in the event that you subsequently determine that you will use a subcontractor on the proposed project.
4. Attach a listing of equipment you have available to use for the proposed project.
5. Have you entered into contracts or received offers for all materials which substantiate the prices used in preparing your proposal? If not, attach an explanation for the rationale used which would corroborate the prices listed.

SECTION III CONTRACTOR'S FINANCIAL STATEMENT

Attachment of bidder's financial statement is mandatory. Any bid submitted without said financial statement as required by statute shall thereby be rendered invalid. The financial statement provided hereunder to Charter Township of Comstock awarding the contract must be specific enough in detail so that said Charter Township of Comstock can make a proper determination of the bidder's capability for completing the project if awarded.

**KALLEWARD
GROUP**

www.kalleward.com

QUALIFICATION INFORMATION

**CHARTER TOWNSHIP OF COMSTOCK
NEW FIRE STATION 9-3**

Kalleward Group is pleased to submit this Contractor Qualification Package in support of our bid for the construction of the new Fire Station 9-3 for the Charter Township of Comstock.

We appreciate the opportunity to participate in this important public safety project. Our team understands the significance of constructing a facility that will serve the Township's firefighters and residents for decades to come. We are committed to delivering a high-quality project through experienced management, strong communication, disciplined scheduling, and safe construction practices.

Our approach emphasizes:

- Experienced leadership throughout the project
- Proactive coordination with the Township, architect, and consultants
- Strict schedule management
- Quality craftsmanship
- Safety-first culture
- Transparent communication from the very beginning to final completion
- Cost control throughout construction to maintain the budget

Kalleward Group has successfully completed numerous commercial, municipal, institutional, and public construction projects throughout Michigan. Our experienced staff and trusted subcontractor network allow us to efficiently deliver complex facilities while maintaining schedule, budget, and quality expectations.

We look forward to partnering with the Charter Township of Comstock on this important community investment.



James D. Kalleward (JD)

President

jdkalleward@kalleward.com

(269) 372-7300

EXPERIENCE - Projects completed within the last year

Project	Description	Contract Value	Completed	Contact
Branch County Courthouse	Complete Renovation of 3 courtrooms while building maintained in service	\$1.8 million	December 2025	Frank Walsh, Adm. 517-279-4328
Boys and Girls Club of Greater Kalamazoo	22,000 sq ft New Facility	\$12 million	June 2026	Matt Forkin, Ex. Dir. 269-349-4485
Heritage Southwest Intermediate School District	7,500 sq ft New Transportation Facility	\$2.5 million	February 2026	Andrew Hubbard, Superintendent 269-445-6204
Hillsdale Airport Terminal	2,500 sq ft new terminal building	\$3 million	August 2025	Travis Stebelton, Mgr. 517-439-5147
Schoolcraft Community Schools	Demo existing elementary school and remodeled exiting space.	\$900,000	February 2026	Mark Fox 269-929-1301
Animal Rescue Project	Repurposed an existing facility to meet the needs of ARP	\$2.3 million	October 2025	Jack Frost, Director 269-492-1010
Horizon Bank	13,000 sq ft remodel of century old facility to modernize and update	\$550,000	August 2025	John Crandle, Mkt Pres. 269-216-0029



Current Public Works Projects

Kalamazoo County Dispatch Authority	Renovation/Modification	Jeff Troyer, Exc. Dir. 269-488-8911
Heritage Southwest ISD Phase 2 Project	Site Plan Renovation	Andrew Hubbard, Supt. 269-445-6204
Paw Paw District Library	Outdoor space for activities, amphitheater, and pavillion	Gretchen Evans 269-657-3800



Kalleward Group has never failed to complete a project awarded under contract.

General Information

- Founded in 1963 as Buchanan and Klein
- Reorganized as Johnson-Klein in 1965
- Purchased by Kalleward and Bergerson in 1979
- Renamed Kalleward Bergerson in 1986
- Bergerson retired in 1989
- Name changed to Kalleward Group in 2001
- Corporate Address: 3548 Gembrit Circle, Kalamazoo, MI 49001
- Business Type: Corporation
- Federal ID#: 38-1707393
- Primary Contact for Inquiries: James D. Kalleward, President
- Years in business under current name: 25 years - Incorporated 1963 (63 years)
- Percent of work performed by own forces: Varies 10-25%



Bonding and Insurance

Bonding Company: J. Ryan Bonding, Inc.

Business Insurance Agency: Hub International/Selective Insurance

Comm Gen Liability: \$1,000,000 Ea Occurrence/\$2,000,000 Gen Agg;

Auto Liability Insurance: \$1,000,000; Umbrella Excess Liability:

\$10,000,000 Each Occurrence; \$10,000,000 General Aggregate

Private References

Jack Frost
KG Super: Vince Baird
Animal Rescue
(269) 492-1010
arpdirector@aol.com

Bill DeNooyer
Jeff DeNooyer
DeNooyer Chevrolet
Kalamazoo, MI 49009
(269) 372-8400

John Crandle, Market Pres.
KG Super: Brandon Vogel
Horizon Bank
(269) 216-0029
jcrandle@horizonbank.com

Fritz Brown, CFO
Treystar
Kalamazoo, MI 49007
(269) 329-1808
fbrown@treystar.com

Jordan Lapine/Steve Carlton
RW LaPine Inc.
(269) 388-2045
jlapine@rwlapine.com
scarlton@rwlapine.com

PLAN AND EQUIPMENT INFORMATION



Kalleward Group proposes the following overall project approach.

Project Mobilization

Upon Notice to Proceed, our team will immediately begin mobilization activities including permitting coordination, temporary utilities, site logistics, safety planning, subcontractor scheduling, procurement of long-lead materials, and project controls.

Construction Management

A full-time Superintendent will oversee daily operations while a dedicated Project Manager will coordinate scheduling, subcontractors, owner communication, procurement, change management, quality control, and financial administration. Bi-weekly progress meetings will be conducted with the Owner and Design Team.

Anticipated staffing includes:

- Project Executive
- Project Manager
- Superintendent
- Assistant Superintendent (as needed)
- Project Engineer
- Field Labor
- Safety Personnel

Estimated timeline (subject to Notice to Proceed):

- | | |
|-----------------------|---------------------------|
| • Mobilization | • Interior Construction |
| • Site Preparation | • Finishes |
| • Earthwork | • Site Improvements |
| • Foundations | • Testing & Commissioning |
| • Structural Steel | • Final Inspections |
| • Building Enclosure | • Owner Training |
| • Roofing | • Substantial Completion |
| • HVAC Rough-In | • Final Completion |
| • Electrical Rough-in | |



Safety is integrated into every phase of construction through:

- Daily safety meetings
- Weekly toolbox talks
- OSHA compliance
- Site-specific safety plan
- Job hazard analyses
- Regular inspections
- Coordination with subcontractors



Kalleward Group maintains a quality management process that includes:

- Pre-installation meetings
- Material verification
- Inspection checklists
- Subcontractor quality reviews
- Architect Coordination
- Punch list management
- Final commissioning support

Experienced Subcontractor List

EARTHWORK	Caporossi Construction Mario Caporossi (269) 349-7040	Cripps Fontaine Excavating Jim Cripps (269) 342-1088	Woolf Excavating Andy Woolf (269) 342-8131
LANDSCAPING	Landscaping Plus Josh Balkema (269) 344-6727	Prudential Nursery Charlie Krill (269) 649-1610	S&T Landscaping Russ Boyer (269) 375-0334
MASONRY	Bonnema Masonry Bob Bonnema (269) 327-9391	Bracy & Jahr Andy Bracy (517) 639-4776	Vandermay Construction Brian Vandermay (269) 342-4055
METALS	OIK Industries Greg Herder (269) 382-1210	Van Dellen Steel Jim Devries (616) 698-9950	Division 5 Metalworks Ron Paridee (269) 492-0355
FLOORING	Battle Creek Tile John Zanetti (269) 962-8779	Central Tile Andrew Bragagnini (269) 375-4522	Migala Mandi Bazan (616) 426-9565
ROOFING	Musselman Home Impr. Matt Musselman (269) 377-7395	Hoekstra Roofing Jeff Bos (269) 343-5536	Tichenor Cris Wozinski (269) 965-5358
PAINTING	Associated Painting Ray Mowinski (269) 323-1577	H&H Painting Chad Sisco (269) 342-2465	West Michigan Painting Terry Buytendorf (269) 343-7314

PLUMBING/ MECHANICAL	RW LaPine Jordan LaPine/Steve Carlton (269) 388-2045	A1 Refrigeration Ken Pluta 269-375-9003	Hunter Prell Todd Sidnam 269-962-7538
ELECTRICAL	CT Electric Dave Savage 269-342-5016	KEI Bill Remmert (269) 372-2035	ROC Electric Leah Rocco (269) 200-3120
FIRE PROTECTION	Brigade Fire Protection Kyle Heffernan (616) 784-1644	Mainline Fire Mike Perkowski (269) 692-2300	Total Fire Protection (616)735-2300
OTHER	The Woodsmiths Parnell Smith 269-372-6432	Earley & Associates Tom Earley 269-383-1555	Reliable Glass Jeff Ragan/Sam Stephens 269-345-8909

Available Equipment

Kalleward Group maintains access to sufficient owned and leased equipment necessary to successfully complete this project.

Representative Equipment includes:

Excavators	Generators
Bulldozers	Scissor Lifts
Skid Steers	Boom Lifts
Forklifts	Portable Lighting
Air Compressors	

Additional can be obtained as project requirements dictate.

Material Pricing

Kalleward Group has obtained supplier quotations and subcontractor pricing from qualified vendors to support the pricing included within this proposal.

Pricing reflects current market conditions at the time of bid. Where final supplier quotations remain pending, estimates have been developed using recent historical pricing, current vendor communications, published market indices, and ongoing procurement data from comparable projects. Long-lead materials will be procured promptly following contract award to mitigate market fluctuations and maintain the project schedule.

Closing Statement

Kalleward Group appreciates the opportunity to submit qualifications for the Charter Township of Comstock Fire Station 9-3 project.

We understand the importance of constructing a modern emergency response facility that will serve the Township for generations. Our experienced team, proven project management processes, financial stability, qualified subcontractor network, and commitment to safety and quality position us to successfully deliver this project on schedule and within budget.

We welcome the opportunity to discuss our qualifications and look forward to partnering with the Charter Township of Comstock on this important community project.



Approach to Budget & Schedule Control

Effective, consistent communication is fundamental to maintaining both budget and schedule on a construction project. As Construction Managers, Kalleward Group's primary responsibility is to proactively plan, monitor, and manage costs and time while keeping all stakeholders fully informed. Our approach is built on transparency, accountability, and early problem-solving to avoid surprises and protect the Owner's interests.

Kalleward Group is committed to maintaining open, timely, and accurate communication with the Owner, Architect, and project team throughout every phase of construction to ensure financial control and schedule adherence.

Budget & Schedule Communication Processes

- Bi-weekly Progress Meetings, led by JD Kalleward, with the Owner, Architect, Superintendent, and key subcontractors to review schedule status, budget impacts, design coordination, safety, and upcoming work. These meetings focus on identifying risks early and aligning decisions with cost and schedule goals.
- Daily Site Reports prepared by the Superintendent documenting manpower, work completed, safety observations, weather conditions, and any potential schedule impacts. These reports allow real-time tracking of progress against the schedule.
- Monthly Cost Reports providing detailed budget-to-actual comparisons, contingency tracking, change order status, and forecasted costs to complete. This ensures full financial transparency and allows proactive decision-making before issues escalate.
- Immediate Notification of any conditions affecting the critical path, budget, or sequencing of work, including design conflicts, unforeseen conditions, or procurement delays requiring Owner or design input.
- Kalleward Group's project team remains readily available on site and by phone or email to address questions, resolve issues quickly, and keep momentum moving.
- Project milestones and progress updates can be shared via social media reinforcing transparency and positive engagement within the community.

Kalleward Group believes that strong Construction Management is driven by clear communication. Keeping information organized, current, and actionable allows decisions to be made quickly, risks to be mitigated early, and the project team to remain aligned with budget and schedule objectives.

Our Construction Management Philosophy

Kalleward Group's Construction Management philosophy is rooted in partnership, transparency, and disciplined execution. As a Kalamazoo-based firm, we have successfully delivered complex, high-profile projects across West Michigan on time and within budget through hands-on leadership, detailed preconstruction planning, and continuous cost and schedule oversight.

We approach each project with a strong understanding of the regional subcontractor market, local regulations, and performance expectations. Our established relationships with skilled local trades support competitive pricing, reliable manpower, and dependable scheduling. Safety is integral to our process and directly supports productivity, schedule reliability, and cost control.

Our reputation is built on repeat clients who trust Kalleward Group to manage risk, protect budgets, and deliver predictable outcomes. We treat every project as a long-term partnership and would welcome the opportunity to bring that same commitment, professionalism, and integrity to this project.

Management & Communication Tools

To maintain efficiency, accuracy, and shared access to information, Kalleward Group utilizes the following project management platforms:

- Scheduling: Primavera / Phoenix
- Daily Communication & Document Exchange: ShareFile, Microsoft Teams / Microsoft Project
- Accounting & Cost Tracking: Sage
- Submittals/RFI's - Share File, Email
- Closeout as required by the Project Scope
- And of course, clear communication through phone calls, email, and in-person meetings as needed.

Team Strength and Experience

Kalleward Group is prepared to provide the Charter Township of Comstock with experienced, responsive, and transparent Construction services for the new Fire Station 9-3. We understand this project is far more than a building, it is a critical public safety investment that will improve emergency response capabilities, support future departmental growth, and responsibly steward taxpayer dollars.

Our team has extensive experience managing municipal, public safety, and institutional construction projects that require careful planning, detailed cost management, and continuous coordination among owners, architects, engineers, and trade contractors. We understand the unique operational requirements of modern fire stations, including phased decision-making, specialized building systems, apparatus accommodations, firefighter health and safety standards, training facilities, administrative functions, and the long-term durability expected of an essential public facility.

Kalleward Group's approach aligns directly with the Department's expectations by emphasizing early collaboration, open communication, and proactive problem-solving throughout every phase of the project. Beginning during preconstruction, our team works closely with the Township and design team to validate budgets, perform constructability reviews, develop accurate schedules, identify value-enhancing opportunities, and minimize project risk before construction begins. This collaborative process provides the Township with reliable information for informed decision-making while protecting the project budget and schedule.

Kalleward Group also understands that successful public projects are measured not only by construction quality, but by accountability, responsiveness, and value. We are committed to providing complete transparency in budgeting, competitive subcontractor procurement, disciplined cost control, and timely project delivery. Our project leadership is readily accessible throughout construction, allowing decisions to be made quickly and collaboratively while maintaining the highest standards of workmanship and professionalism.

The strength of Kalleward Group lies in the experience of our leadership team, the quality of our field supervision, our own top-notch carpenters and laborers, our trusted network of subcontractors, and our commitment to building lasting relationships with our clients. We are confident that our qualifications, collaborative approach, and proven construction management processes make Kalleward Group an outstanding partner for the Charter Township of Comstock and the Department of Fire & Rescue as they deliver this important investment to the community.



James D. Kalleward (JD)

Principal-in-Charge

As a principal of Kalleward Group, J.D. Kalleward will be assigned to this project. As an active participant, J.D. is committed to the successful completion of this project to the complete satisfaction of the entire building team.

- 40+ years of construction management experience
- Expertise in construction while servicing clients and the community
- Relevant work experience: Kalamazoo County Dispatch Authority, Kalamazoo/Battle Creek Int. Airport SRE Facility, KVCC, Kalamazoo Christian, Heritage SW ISD, Hillsdale Airport Terminal, and Branch County Courthouse.
- Direct responsibility for project budgeting, cost control

Most recent collaborations include: Boys and Girls Club of Greater Kalamazoo, Branch County Courthouse, Animal Rescue, Heritage SW ISD, Hillsdale Airport Terminal, Schoolcraft and Dowagiac Schools.

With 40 years of competitive bidding experience, each project is thoroughly evaluated by each component to ensure accuracy. As the successful bidder, the proposal would transition from estimate to being awarded the project and requires the cost estimate to be disseminated into finer detail for job cost and purchase orders. From there the project moves into the Construction Phase. This requires daily monitoring of project costs, project management, scheduling, job costing, submittals and constant communication with all involved parties to make sure the project is moving along within budget and on time. The last phase of the project will be the bell lap with the project drawing to conclusion. The commissioning process, punch list, and final thrust were made to close out on-site construction.

Principal/Project Manager – Branch County Courthouse. Significant remodeling of three courtrooms and restrooms while the departments remain operational. The timeline for each courtroom has been tight but scheduling the renovations correctly has minimized the disruptions to the day-to-day business.

Principal/Project Manager – Boys and Girls Club of Greater Kalamazoo. A new flagship facility, 22,000-square-foot building will replace the previous Edison School location and include dedicated spaces for computers, arts, media, a gym, and a STEM center.

Principal/Project Manager – Kalamazoo/Battle Creek International Airport SRE Facility. 23,000 sq ft Pre-Engineered Metal Building was constructed under strict FAA guidelines as well as MDOT specifications. The new facility was built to house heavy equipment, mechanical area, staff, offices, restrooms, breakroom, conference area.

Principal/Project Manager - RW LaPine Inc Sheetmetal Facility - A 20,000 sq. ft. pre-engineered metal building was erected to house the sheet metal division for RW LaPine. The company has outgrown their previous space and added this to house supplies, manufacturing, offices, breakroom, conference room and restrooms.

AFFILIATIONS

American Association of Cost Engineers | American Society of Professional Estimators | Kalamazoo Builders Exchange | Kalamazoo Optimist Hockey Association | Pretty Lake Camp – Facilities Committee | Gull Lake High School Varsity Hockey Coach | Portage Northern High School Varsity Lacrosse – Head Coach | Western Michigan University President's Circle | Michigan State University Alumni Association | Kalamazoo Optimist Hockey Association – Travel Coach | Alpha Tau Omega Fraternity Alumni Association | Michigan High School Hockey Coaches Association | U.S.A. Hockey – Masters Certification | CPR/First Aid Certified

References:

Bill DeNooyer, DeNooyer Group, 269-372-8400
 Jeff DeNooyer, DeNooyer Group, 269-353-2511
 Andrew Hubbard, Heritage SW ISD, 269-445-6204
 Matt Forkin, BG Club, 269-381-2360



Sam Kalleward, Project Engineer/Estimator

Sam brings extensive hands-on field experience to his role as Project Engineer, serving as a critical link between pre-construction planning, design coordination, and successful jobsite execution. With a background as a Superintendent, Sam offers a rare and valuable perspective that translates real-world field experience directly into the office environment. This allows him to evaluate designs, schedules, and construction strategies through a constructability-focused lens, ensuring that plans are not only well-conceived on paper, but also practical, efficient, and fully executable in the field.

His firsthand understanding of day-to-day jobsite operations enables him to proactively identify potential challenges, streamline communication between project teams, and support field leadership with insight grounded in experience. By bridging design intent with field realities, Sam enhances collaboration across all phases of a project and contributes meaningfully to overall project efficiency, quality, and success. His comprehensive field knowledge strengthens decision-making at every level and adds lasting value to the project team as a whole.

- **Estimating & Cost Management:** Sam utilizes his field insight to develop accurate estimates, identifying potential budget gaps and value-engineering opportunities before they impact the bottom line.
- **Maintains an alignment between preconstruction and construction execution,** ensuring the project is delivered as expected and within the schedule and budget.
- **Assists with bid packaging, scope leveling, subcontractor evaluation, and award recommendations.**
- **Superintendent Support:** Because he speaks the language of the field, Sam acts as a vital resource for Superintendents, streamlining submittals, managing RFIs, and ensuring crews have the technical data they need to stay on schedule.
- **Project Coordination:** He is adept at anticipating logistical bottlenecks and communicating effectively with subcontractors to ensure seamless trade transitions.
- **Operational Efficiency:** His ability to balance realistic scheduling with cost-effective solutions ensures that projects are not only high-quality but also move forward with maximum efficiency.
- **A strategic role that safeguards the Owner's interests while enabling project teams to build efficiently.** This position delivers measurable value through reduced risk, improved cost certainty, and successful project outcomes.

Sam's unique blend of administrative precision and "boots-on-the-ground" knowledge makes him a reliable and invaluable asset to every project team he supports.

Sam's Years of Experience: 20 years in the Construction Industry
Kalleward Group Employee: 15 years

References

Mike Collins, KVCC Campus Operations (Retired). 269-488-4540
Dannie Alexander, KVCC Camus Operations, 269-488-4400
Andrew Hubbard, Heritage SW ISD Superintendent, 269-445-6204



Travis Williams, Superintendent

Over twenty-five years of experience in the construction industry, including the last eighteen years as a Project Superintendent. Provides on-site supervision to ensure that construction projects are carried out safely, efficiently, within the proper time frame, and on budget. Skilled in coordinating subcontractors, managing site logistics, enforcing safety compliance, and maintaining quality control. Proven ability to read and interpret plans, solve field issues, communicate clearly with owners and design teams, and keep projects on schedule. Strong leadership, organization, and problem-solving skills support successful project delivery from start to finish.

PROFESSIONAL EXPERIENCE

Superintendent

Projects have consisted of:

- Kalamazoo County Consolidated Dispatch Authority Renovation/Modification
- Boys and Girls Club of Greater Kalamazoo new facility
- Kalamazoo County Dispatch Authority remodeling
- PNC Bank various projects
- Hillsdale Municipal Airport Terminal new facility
- Kalamazoo/Battle Creek International Airport Cargo Apron and SRE Facility new facility
- Harold Zeigler Lincoln Lounge remodel
- RW LaPine Sheet Metal Facility new facility
- Michigan Association of Secondary School Principals Facility remodel
- DeNooyer Ford Vicksburg remodel

PROFESSIONAL DEVELOPMENT

Michigan Carpenters and Joiners Local 525 | Full Scaffold Qualification | Silica Exposure Training Certified | First Aid/CPR Certified | OSHA 30, Equipment Certified |

QUALIFICATIONS

Experienced construction superintendent with remarkable supervising skills | Thorough knowledge of construction process starting from paperwork to handing over the possession | Awareness of the latest local and national building codes and laws | Proven track record of finishing up projects on time and within budget | Multitasking and coordination skills | Perfect knowledge of quality and quantity of construction materials used at various processes | Exceptional capability to oversee, control, and encourage employees | Ensuring safety codes are followed by laborers and other staff at the site | Accountable for timely completion and delivery of projects without compromising on quality.

References

Matt Forkin, Boys and Girls Club, 269-349-4485
Kelly Schram, PNC Bank Corp. Facilities Director, 269-973-2311
Kalamazoo/Battle Creek Airport -RS&H, Alex DeHaan, 269-501-6957



Let's Work Together



www.kalleward.com



jdkalleward@kalleward.com



269-372-7300

OUR MISSION: Strive to offer the best in construction related services for those seeking the utmost in quality with management based on integrity and ethical building experience. Provide value to our clients, maintain long-standing relationships, aggressively search out new partnerships and create quality projects that all can take pride in for years to come.

Bid Bond

AIA Document A310™ – 2010
CONTRACTOR:*(Name, legal status and address)*

KALLEWARD GROUP, INC.
 3548 Gembrit Circle
 Kalamazoo, MI 49001

Bid Bond No. SEL05141

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

Selective Insurance Company Of America
 40 Wantage Avenue
 Branchville, NJ 07890

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

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

OWNER:*(Name, legal status and address)*

Township of Comstock
 5858 King Highway
 Kalamazoo, MI 49048

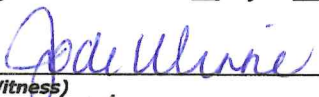
BOND AMOUNT: Five Percent of the Bid Amount (5.00% of Bid Amount)**PROJECT:***(Name, location or address, and Project number, if any)***Comstock Township Fire Station 9-3; 260709**

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 7th day of July, 2026


 (Witness)


 (Witness) Karla Heffron

KALLEWARD GROUP, INC.
 (Principal)

(Title) **JAMES D. KALLEWARD** PRESIDENT
 Selective Insurance Company Of America

(Surety)  (Seal)

(Title) Samuel Duchow, Attorney-in-Fact

SELECTIVE INSURANCE®

Selective Insurance Company of America
40 Wantage Avenue
Branchville, New Jersey 07890
973-948-3000

BondNo.B 1352454

POWER OF ATTORNEY

SELECTIVE INSURANCE COMPANY OF AMERICA, a New Jersey corporation having its principal office at 40 Wantage Avenue, in Branchville, State of New Jersey ("SICA"), pursuant to Article VII, Section 1 of its By-Laws, which state in pertinent part:

The Chairman of the Board, President, Chief Executive Officer, any Executive Vice President, any Senior Vice President or any Corporate Secretary may, from time to time, appoint attorneys in fact, and agents to act for and on behalf of the Corporation and they may give such appointee such authority, as his/her certificate of authority may prescribe, to sign with the Corporation's name and seal with the Corporation's seal, bonds, recognizances, contracts of indemnity and other writings obligatory in the nature of a bond, recognizance or conditional undertaking, and any of said Officers may, at any time, remove any such appointee and revoke the power and authority given him/her.

does hereby appoint **Samuel Duchow**

, its true and lawful attorney(s)-in-fact, full authority to execute on SICA's behalf fidelity and surety bonds or undertakings and other documents of a similar character issued by SICA in the course of its business, and to bind SICA thereby as fully as if such instruments had been duly executed by SICA's regularly elected officers at its principal office, in amounts or penalties not exceeding the sum of: **Fifteen Million Dollars (\$15,000,000.00)**

Signed this 7th day of July, 2026

SELECTIVE INSURANCE COMPANY OF AMERICA

By:

Jeffrey F. Kamrowski
Jeffrey F. Kamrowski
Executive Vice President

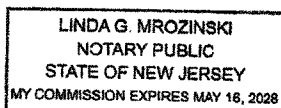


STATE OF NEW JERSEY :

:ss. Branchville

COUNTY OF SUSSEX :

On this 7th day of July, 2026 before me, the undersigned officer, personally appeared Jeffrey F. Kamrowski, who acknowledged himself to be the Executive Vice President of SICA, and that he, as such Executive Vice President, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself as Senior Vice President and that the same was his free act and deed and the free act and deed of SICA.



Linda G. Mrozinski
Notary Public



The 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 SICA at a meeting duly called and held on the 6th of February 1987, to wit:

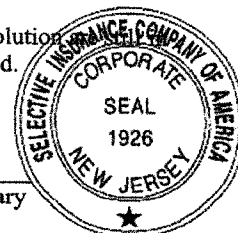
"RESOLVED, the Board of Directors of Selective Insurance Company of America authorizes and approves the use of a facsimile corporate seal, facsimile signatures of corporate officers and notarial acknowledgements thereof on powers of attorney for the execution of bonds, recognizances, contracts of indemnity and other writing obligatory in the nature of a bond, recognizance or conditional undertaking."

CERTIFICATION

I do hereby certify as SICA's Corporate Secretary that the foregoing extract of SICA's By-Laws and Resolution in full force and effect and this Power of Attorney issued pursuant to and in accordance with the By-Laws is valid.

Signed this 7th day of July, 2026.

Michael H. Lanza
Michael H. Lanza, SICA Corporate Secretary



Important Notice: If the bond number embedded within the Notary Seal does not match the number in the upper right-hand corner of this Power of Attorney, contact us at 973-948-3000.

NON-COLLUSION AFFIDAVIT**SUBMISSION REQUIRED WITH ALL BIDS****PROFESSIONAL -**

WORK -

FILE No. _____

Affiant, James D. Kalleward, being first duly sworn, deposes and says that:

(1) Affiant is (enter title) President of Kalleward Group, "the Bidder." Affiant has personal knowledge of the matters set forth in this Affidavit and is competent to testify about them.

(2) The Bidder has submitted to the **Owner** a "Bid" to enter into the above referenced Contract, also referred to in this Affidavit as "the Work."

(3) This Section 00320 Non-collusion Affidavit is executed by Affiant for inclusion with the submission to the **Owner** of the Bid and may be relied upon by the **Owner** in considering the Bid.

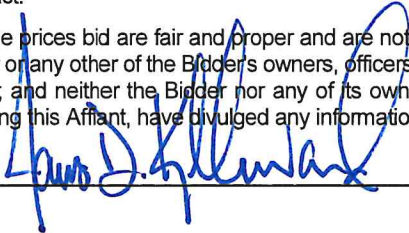
(4) Affiant is fully informed about the preparation and contents of the Bid and of all pertinent circumstances surrounding the Bid, has not entered into any contract, combination, conspiracy, or other act prohibited by federal, State or any other local Law. The Bid is genuine and is not a collusive or sham Bid.

(5) Neither the Bidder nor any of the Bidder's owners, officers, partners, directors, agents, representatives, employees or parties in interest, including this Affiant, have in any way entered or proposed to enter into any combination to prevent the making of any Bid, or to fix any prices (including overhead, profit or other costs) for the Bid; or have made any agreement, or given or promised any consideration to induce any other person not to Bid for the Work, or to Bid at a specified price; or have secured, proposed or intended to secure through any agreement an unlawful advantage against the **Owner** or any other person interested in the Work.

(6) No officer or employee of the State of Michigan is personally or financially interested, directly or indirectly, in the Bid, or any Contract which may be under it, or in the purchase or sale of any materials, equipment or supplies for the Work to which it relates, or any portion of any expected profits thereto.

(7) The Bid is not intended to secure an unfair advantage or benefit from the **Owner** or in favor of any person interested in the proposed Contract.

(8) The prices bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any other of the Bidder's owners, officers, partners, directors, agents, representatives, employees or parties in interest, including this Affiant; and neither the Bidder nor any of its owners, officers, partners, directors, agents, representatives, employees or parties in interest, including this Affiant, have divulged any information regarding the Bid or any data about the Bid to any other person.

By: 

SIGMA VENDOR NUMBER VS0038490

Title: President

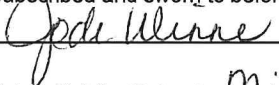
Telephone No. 269-372-7300

VERIFICATION

STATE OF Michigan)
)
COUNTY OF VanBuren)

Before me, a Notary Public commissioned, qualified and acting, personally appeared (enter name of the person signing this Affidavit) James D. Kalleward to me well known to be the person described in and who signed this Section 00320 Non-collusion Affidavit, who being by me first duly sworn upon oath, says that he/she is the Attorney-in-Fact for (enter Bidder's name) Kalleward Group -, that he/she has been authorized by (enter name of individual, partnership name, or the authorized governing body of the Bidder) James D. Kalleward to execute this Section 00320 Non-collusion Affidavit on behalf of the named Bidder in favor of the STATE OF MICHIGAN, for the uses and purposes mentioned.

Subscribed and sworn to before me this 13 day of July, 2026.



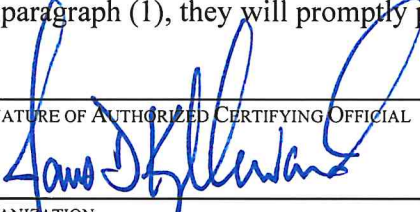
Notary Public, State of Michigan

My Commission expires: 6-15, 2027

CERTIFICATION OF NON-DEBARMENT OR SUSPENSION

In accordance with Executive Order 12549 and Executive Order 12689, entitled Debarment and Suspension, and any applicable implementing regulations, this certification must be completed by the Organization:

1. Under penalty of perjury, except as noted below, all persons or firms or any person associated therewith in the capacity of owner, partner, director, officer, or manager:
 - 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 the three (3) year period preceding this certification, 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 statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in subparagraph (1)(b) of this certification; and
 - d. Have not, within the three (3) year period preceding this certification, had one or more public transactions (Federal, state, or local) terminated for cause or default.
 - e. Will not subcontract with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs
2. If such persons or firms later become aware of any information contradicting the statements of paragraph (1), they will promptly provide that information to NACCHO.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE President
ORGANIZATION Kalleward Group	DATE SIGNED 7/13/26

Kalleward Group TOWNSHIP OF COMSTOCK NEW FIRE STATION 9-3 FACILITY Vendor/Estimate Breakdown JR				
13-Jul-26				
ITEM #	DESCRIPTION	CONTRACTOR	CD Estimate 13-Jul-26	NOTES
	DIVISION 2			
1	EXCAVATION	Cripps Fontaine	\$617,370	
2	ASPHALT PAVING	J Allen & Co	\$77,584	
3	LANDSCAPE/SEEDING	County Line	\$50,745	
4	IRRIGATION	County Line	\$20,800	
	DIVISION 3			
5	CONCRETE	Earley & Associates	\$732,056	
6	CONCRETE POLISHING	Burgess Concrete	\$53,071	
	DIVISION 4			
7	MASONRY	Great Lakes Masonry	\$780,000	
	DIVISION 5			
8	STEEL/MISC METALS-F/I	Division 5 Metalworks	\$510,832	
	DIVISION 6			
9	ROUGH CARPENTRY-F/I	Big C/KG	\$74,625	
10	WOOD TRUSSES	Big C/KG	\$127,218	
	DIVISION 7			
11	DRAINAGE BOARD	Great Lakes Waterproofing	\$9,458	
12	FLUID APPLIED WATERPROOF	Rycam Roofing	\$0	in Item #13
13	FIBER BD CEMENT SIDING	Rycam Roofing	\$925,600	
14	MEMBRANE ROOFING	Rycam Roofing	\$0	in Item #15
15	METAL ROOFING	Rycam Roofing	\$851,744	
16	CAULKING/SEALANTS	Slager Sealants	\$12,480	
	DIVISION 8			
17	DOORS/FRAMES/HARDWARE	North Mission/KG	\$188,320	
18	OVERHEAD DOORS	Zylstra Door	\$355,498	
19	ALUMINUM/GLASS & GLAZE	Lakeshore Glass	\$297,726	
	DIVISION 9			
20	DRYWALL/ACOUSTICAL	J&M Drywall	\$254,696	
21	FLOORING	Central Tile & Terrazzo	\$92,017	
22	PAINTING	Vork Brothers	\$98,497	
	DIVISION 10			
23	TOILET PARTITIONS	GLBS	\$8,031	
24	DISPLAY BOARDS	Cig Jan Products	\$452	
25	LOCKERS GEARGRID	Geargrid	\$27,903	
26	LOCKERS	Division 10	\$8,060	
27	ADA SIGNAGE	CKI	\$12,480	
28	TOILET ACCESSORIES	Rayhaven Products	\$10,004	
29	SPECIALTIES LABOR	KG	\$9,922	
	DIVISION 11			
30	FURNITURE-F/I	Allowance	\$28,943	
	DIVISION 12			
31	SHADES	MSC	\$19,240	
32	CASEWORK	Woodsmiths/KG	\$281,460	
	DIVISION 15			
33	FIRE PROTECTION	Grand Rapids Fire Protection	\$213,106	
34	MECHANICAL-HVAC/PLG	RW Lapine	\$1,929,200	
	DIVISION 16			
35	ELECTRICAL	Buist Electric	\$1,476,800	
	DIVISION 1			
36	GENERAL CONDITIONS	KG	\$157,862	
37	MATERIAL TESTING	Patriot Engineering	\$33,072	
38	SITE LAYOUT & SURVEY	Driesenga & Assoc	\$12,948	
39	SAFETY & SECURITY	KG	\$0	in GCs
40	TEMPORARY FENCING	KG	\$0	in GCs
41	BUILDING PERMIT	Allowance	\$10,000	
42	CINTINGENCY ALLOWANCE	Per Addendum #3	\$360,000	
43	MARQUE SIGNAGE ALLOWANCE	Per Addendum #3	\$40,000	
44	UTILITY SERVICE FEES	by owner	\$0	
45	PERFORMANCE/PAYMENT BOND		\$123,180	
46		BID AMOUNT	\$10,893,000	
47	ALT #1-DELETE TRAINING TOWER		-\$475,500	
48	ALT#2-DELETE APPARATUS BAY		-\$340,000	
49	ALT#3-ADD LIGHTNING PROTECTION		\$66,900	
50	ALT#4-ADD GLAZED CMU		\$69,600	
51		PROJECT TOTAL	\$10,214,000	



1029 PORTAGE STREET, KALAMAZOO, MI 49001

New Fire Station 9-3 Charter Township of Comstock

dcoffman@miller-davis.com

(269) 345 3561

Attn: Fire Chief Beauchamp

RECEIVED

JUL 13 2026

CHARTER TOWNSHIP
OF COMSTOCK



**CHARTER TOWNSHIP OF COMSTOCK
CONTRACTOR'S BID FOR PUBLIC WORK
CHECKLIST FOR BIDDERS**

Project Name (New Fire Station 9-3)

Project No. (2025-01729)

For Bids Due (July 9, 2026)

From time to time Charter Township of Comstock finds it necessary to reject a bid because it does not comply with statutory requirements. In preparing your bid, please use the following checklist in order to make sure that your bid is done in the proper manner.

- x Proper bid security included. The bidder has the option of providing either a Certified Check or Bid Bond.
- x Bid prepared on Comstock Fire & Rescue's Contractor's Bid for Public Work Form, completely executed.
- x Acknowledge Receipt of 6 Addendum(s) included with the bid.
- x All required additional information is included with the bid.
- x Proposal statements and other affidavits all signed by the proper party with name either printed or typed underneath signature.
- x This checklist submitted with the Bid.

This checklist is provided for bidder's use in assuring compliance with required documentation; however, it does not include all specifications requirements and does not relieve the bidder of the need to read and comply with the specifications.

Bidder: Miller-Davis Company **Date:** 07/09/2026

By Authorized Representative:

Signature: 

Print Name & Title: Daniel C. Coffman

CHARTER TOWNSHIP OF COMSTOCK CONTRACTOR'S BID FOR PUBLIC WORK

Project Name (New Fire Station 9-3)

Project No. (2025-01576)

For Bids Due (July 9, 2026)

PART I

(Must be completed for all bids. Please type or print)

Date: 07/16/2026 Bidder (Firm): Miler-Davis Company

Address: 1029 Portage Street

City/State/Zip: Kalamazoo, MI 49001 Telephone Number: (269) 345-3561

Email Address: dcoffman@miller-davis.com

Agent of Bidder (if Applicable): _____

Pursuant to notices given, the undersigned offers to furnish labor and/or material necessary to complete the public works project of Charter Township of Comstock, in accordance with plans and specifications prepared by Jones, Petrie, Rafinski, and dated 06/09/2026:

BASE BID FROM BID SCHEDULE (Include specified Allowances):

Elven Million Two Hundred Seventy One Thousand One Hundred Ten Dollars \$ 11,271,110.00
(use words) (in figures)

Alternate 1: (Add/Subtract) Three Hundred Thousand Three Hundred Seventy Five Dollars \$ (300,375.00)
(use words) (in figures)

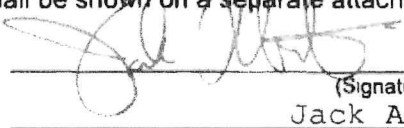
Alternate 2: (Add/Subtract) Two Hundred Sixty One Thousand Six Hundred Thirty Five Dollars \$ (261,635.00)
(use words) (in figures)

Alternate 3: (Add/Subtract) Sixty Three Thousand Dollars \$ 63,000.00
(use words) (in figures)

Alternate 4: (Add/Subtract) Sixty Two Thousand Six Hundred Fifty Five Dollars \$ 62,655.00
(use words) (in figures)

The undersigned further agrees to furnish a bond or certified check with this bid for an amount specified in the notice of the letting. If alternative bids apply, the undersigned submits a proposal for each in accordance with the notice. Any addendums attached will be specifically referenced at the applicable page.

If additional units of material included in the contract are needed, the cost of units must be the same as that shown in the original contract if accepted by Charter Township of Comstock. If the bid is to be awarded on a unit basis, the itemization of the units shall be shown on a separate attachment.

By 
(Signature)
Jack Abate
(Printed Name of Person Signing)

ACCEPTANCE

The above bid is accepted this _____ day of _____ 20 _____

Subject to the following conditions: _____

CHARTER TOWNSHIP OF COMSTOCK

COMSTOCK FIRE & RESCUE

Fire Chief

Attach additional pages for each section as needed.

SECTION I EXPERIENCE QUESTIONNAIRE

1. Attach information regarding projects your organization has completed for the period of one (1) year prior to the date of the current bid.
2. Attach a listing of public works projects currently in process of construction by your organization.
3. Attach information regarding any failure to complete any work awarded to you and the location thereof.
4. Attach references from private firms for which you have performed work.

SECTION II PLAN AND EQUIPMENT QUESTIONNAIRE

1. Attach an explanation of your plan or layout for performing proposed work. (Examples could include a narrative of when you could begin work, complete the project, number of workers, etc. and any other information which you believe would enable Charter Township of Comstock to consider your bid.)
2. Attach a listing of the names and addresses of all subcontractors (i.e. persons or firms outside your own firm who have performed part of the work) that you have used on public works projects during the past five (5) years along with a brief description of the work done by each subcontractor.
3. If you intend to sublet any portion of the work, attach the name and address of each subcontractor, equipment to be used by the subcontractor, and whether you will require a bond. However, if you are unable to currently provide a listing, please understand a listing must be provided prior to contract approval. Until the completion of the proposed project, you are under a continuing obligation to immediately notify Charter Township of Comstock in the event that you subsequently determine that you will use a subcontractor on the proposed project.
4. Attach a listing of equipment you have available to use for the proposed project.
5. Have you entered into contracts or received offers for all materials which substantiate the prices used in preparing your proposal? If not, attach an explanation for the rationale used which would corroborate the prices listed.

SECTION III CONTRACTOR'S FINANCIAL STATEMENT

Attachment of bidder's financial statement is mandatory. Any bid submitted without said financial statement as required by statute shall thereby be rendered invalid. The financial statement provided hereunder to Charter Township of Comstock awarding the contract must be specific enough in detail so that said Charter Township of Comstock can make a proper determination of the bidder's capability for completing the project if awarded.

NON-COLLUSION AFFIDAVIT**SUBMISSION REQUIRED WITH ALL BIDS****PROFESSIONAL -****WORK**

FILE No. _____

Affiant, Daniel C. Coffman, being first duly sworn, deposes and says that:

(1) Affiant is (enter title) President and CEO of Miller-Davis Company, "the Bidder." Affiant has personal knowledge of the matters set forth in this Affidavit and is competent to testify about them.

(2) The Bidder has submitted to the Owner a "Bid" to enter into the above referenced Contract, also referred to in this Affidavit as "the Work."

(3) This Section 00320 Non-collusion Affidavit is executed by Affiant for inclusion with the submission to the Owner of the Bid and may be relied upon by the Owner in considering the Bid.

(4) Affiant is fully informed about the preparation and contents of the Bid and of all pertinent circumstances surrounding the Bid, has not entered into any contract, combination, conspiracy, or other act prohibited by federal, State or any other local Law. The Bid is genuine and is not a collusive or sham Bid.

(5) Neither the Bidder nor any of the Bidder's owners, officers, partners, directors, agents, representatives, employees or parties in interest, including this Affiant, have in any way entered or proposed to enter into any combination to prevent the making of any Bid, or to fix any prices (including overhead, profit or other costs) for the Bid; or have made any agreement, or given or promised any consideration to induce any other person not to Bid for the Work, or to Bid at a specified price; or have secured, proposed or intended to secure through any agreement an unlawful advantage against the Owner or any other person interested in the Work.

(6) No officer or employee of the State of Michigan is personally or financially interested, directly or indirectly, in the Bid, or any Contract which may be under it, or in the purchase or sale of any materials, equipment or supplies for the Work to which it relates, or any portion of any expected profits thereto.

(7) The Bid is not intended to secure an unfair advantage or benefit from the Owner or in favor of any person interested in the proposed Contract.

(8) The prices bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any other of the Bidder's owners, officers, partners, directors, agents, representatives, employees or parties in interest, including this Affiant; and neither the Bidder nor any of its owners, officers, partners, directors, agents, representatives, employees or parties in interest, including this Affiant, have divulged any information regarding the Bid or any data about the Bid to any other person.

By: SIGMA VENDOR NUMBER CV0019006Title: President and CEOTelephone No. (269) 345-3561

VERIFICATION

STATE OF MI)
 COUNTY OF Kalamazoo)

Before me, a Notary Public commissioned, qualified and acting, personally appeared (enter name of the person signing this Affidavit) Daniel Coffman to me well known to be the person described in and who signed this Section 00320 Non-collusion Affidavit, who being by me first duly sworn upon oath, says that he/she is the Attorney-in-Fact for (enter Bidder's name) Miller-Davis Company, that he/she has been authorized by (enter name of individual, partnership name, or the authorized governing body of the Bidder) Miller-Davis Company to execute this Section 00320 Non-collusion Affidavit on behalf of the named Bidder in favor of the STATE OF MICHIGAN, for the uses and purposes mentioned.

Subscribed and sworn to before me this 9th day of July, 20 26.

Kimberly K. Ridley

Notary Public, State of MI

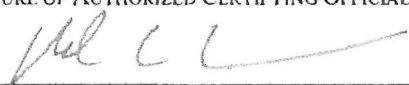
My Commission expires: 8/16, 20 27

KIMBERLY K. RIDLEY
 Notary Public, State of Michigan
 County of Kalamazoo
 My Commission Expires Aug. 16, 2027
 Acting in the County of Kalamazoo

CERTIFICATION OF NON-DEBARMENT OR SUSPENSION

In accordance with Executive Order 12549 and Executive Order 12689, entitled Debarment and Suspension, and any applicable implementing regulations, this certification must be completed by the Organization:

1. Under penalty of perjury, except as noted below, all persons or firms or any person associated therewith in the capacity of owner, partner, director, officer, or manager:
 - 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 the three (3) year period preceding this certification, 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 statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in subparagraph (1)(b) of this certification; and
 - d. Have not, within the three (3) year period preceding this certification, had one or more public transactions (Federal, state, or local) terminated for cause or default.
 - e. Will not subcontract with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs
2. If such persons or firms later become aware of any information contradicting the statements of paragraph (1), they will promptly provide that information to NACCHO.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE President and CEO
ORGANIZATION Miller-Davis	DATE SIGNED 7/9/2026

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bond Number: 64720-CNA-26-18

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Miller-Davis Company

1029 Portage Street

Kalamazoo, MI 49001

OWNER:

(Name, legal status and address)

Charter Township of Comstock

5858 King Highway

Kalamazoo, MI 49048

SURETY:

(Name, legal status and principal place of business)

The Continental Insurance Company

151 N Franklin Street

Chicago, IL 60606

State of Inc: Pennsylvania

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

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

BOND AMOUNT: Five Percent of Amount Bid (5%)

PROJECT:

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

New Fire Station 9-3, Project No. 2025-01576

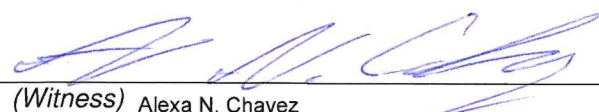
The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the 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 26th day of June, 2026


(Witness)


(Witness) Alexa N. Chavez

Miller-Davis Company
(Principal) Daniel C. Coffman (Seal)
(Title) President & CEO

The Continental Insurance Company
(Surety)  (Seal)
(Title) Christopher T. Moser, Attorney-in-Fact

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That The Continental Insurance Company, a Pennsylvania insurance company, is a duly organized and existing insurance company having its principal office in the City of Chicago, and State of Illinois, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Christopher T. Moser

of Chicago, Illinois, 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 -

Surety Bond Number: 64720-CNA-26-18

Principal: Miller-Davis Company

Obligee: Charter Township of Comstock

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 insurance company and all the acts of said Attorney, pursuant to the authority hereby given, is hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Laws and Resolutions, printed below, duly adopted, as indicated, by the Board of Directors of the insurance company.

In Witness Whereof, The Continental Insurance Company has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on November 24, 2025.



The Continental Insurance Company

Larry Kasten

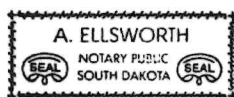
Larry Kasten, Vice President

State of South Dakota, County of Minnehaha, ss:

On this November 24, 2025, before me personally came Larry Kasten 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 a Vice President of The Continental Insurance Company, a Pennsylvania insurance company, described in and which executed the above instrument; that he knows the seal of said insurance company; 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 insurance company and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said insurance company.

My commission expires

November 2, 2028



A. Ellsworth

A. Ellsworth, Notary Public

CERTIFICATE

I, P. Kolsrud, Assistant Secretary of The Continental Insurance Company, a Pennsylvania insurance company, do hereby certify that the Power of Attorney herein above set forth is still in force, and further certify that the By-Laws and Resolutions of the Board of Directors of the insurance company printed below are still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said insurance company on

06/26/2026



The Continental Insurance Company

P. Kolsrud

P. Kolsrud, Assistant Secretary

Authorizing By-Laws and Resolutions

ADOPTED BY THE BOARD OF DIRECTORS OF THE CONTINENTAL INSURANCE COMPANY:

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 at a meeting held on May 10, 1995.

"RESOLVED: That any Senior or Group Vice President may authorize an officer to sign specific documents, agreements and instruments on behalf of the Company provided that the name of such authorized officer and a description of the documents, agreements or instruments that such officer may sign will be provided in writing by the Senior or Group Vice President to the Secretary of the Company prior to such execution becoming effective."

This Power of Attorney is signed by Larry Kasten, Vice President, who has been authorized pursuant to the above resolution to execute power of attorneys on behalf of T Continental Insurance 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 by unanimous written consent dated the April 25, 2012.

“Whereas, the bylaws of the Company or specific resolution of the Board of Directors has authorized various officers (the “Authorized Officers”) to execute various policies, bonds, undertakings and other obligatory instruments of like nature; and

Whereas, from time to time, the signature of the Authorized Officers, in addition to being provided in original, hard copy format, may be provided via facsimile or otherwise in an electronic format (collectively, “Electronic Signatures”), Now therefore be it resolved: that the Electronic Signature of any Authorized Officer shall be valid and binding on the Company.”

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the April 27, 2022:

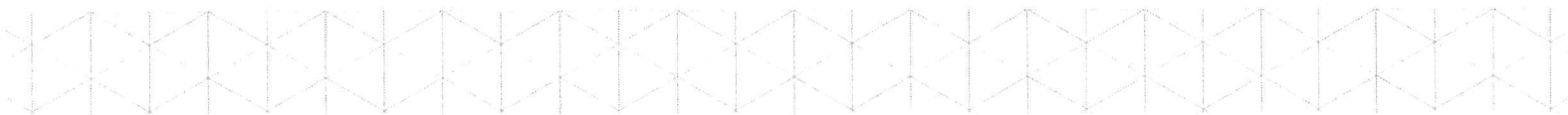
“RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company.”



1029 PORTAGE STREET, KALAMAZOO, MI 49001 | MILLER- DAVIS.COM

Clarifications to Bid
 Charter Township of Comstock
 New Fire Station 9-3
 07/13/2026

1. This proposal acknowledges Addenda 1-6.
2. This proposal is subject to mutual agreement of contract terms and conditions.
3. This proposal does not include potential schedule and cost impacts associated with, but not limited to, Executive Orders, supply chain disruptions, labor availability, and other factors.
4. This proposal excludes any inspection, assessment, identification, testing, worker health medical evaluations and personal protective equipment, removal, disposal or any other work related in any way to hazardous materials that may be found on this project including, but not limited to, lead, asbestos and PCB's.
5. Builder's Risk Insurance is excluded.
6. Prevailing wage rates are excluded.
7. Dewatering is excluded.
8. Commissioning is excluded.
9. Utilities to the site and utility fees are excluded.
10. Roller window shades at the upper windows in the apparatus bay are excluded.
11. Section 10 1200 – Display Cases, Section 10 1416 Plaques, Section 10 2600 Wall and Door Protection, Section 12 9313 Bicycle Racks, Section 13 2616 Saunas, and Section 13 3600 Towers are excluded from this proposal. These items were not shown in drawings, and/or no spec was provided.
12. Vinyl wall covering shown on sheet 8/702 is excluded. No specs were provided.
13. This proposal includes a two-year warranty period.
14. This proposal includes raceways for low voltage work only. Security, access controls, and data/tele services by others.
15. Standing Seam Metal Roof Panel color to be chosen from manufacturer's standard colors.
16. The Precast Terrazzo Shower Basin is not manufactured in the specified size.
17. CPT modular carpet tile comes in multiple styles; this proposal includes an "integrate" style.
18. The manufacturer of the rolling overhead door does not make a right-hand crank in the model specified. This proposal includes a left-hand drive manual hand crank operation.
19. A light duty polished concrete is included in this proposal.
20. We have included a 48" high, Elite Commercial, aluminum rail fencing for the patio fencing. No specs were given.
21. A specification section was not provided for the cementitious siding panel, only a Manufacturer was listed on the drawings as basis of design. The Nichiha representative would not provide firm pricing; therefore, we are carrying an allowance of \$423,200.00.





1029 PORTAGE STREET, KALAMAZOO, MI 49001 | MILLER- DAVIS.COM

The following subcontractors are subject to change:

Soils and Structures – 6480 Grand Haven Rd, Norton Shores, MI 49441
 Burgess Surveying – 2486 84th St SW, Byron Center, MI 49315
 Van Laan Concrete Construction – 6875 Dutton Industrial Dr, Caledonia, MI 49316
 Great lakes Masonry Group – 14119 12 Mile Rd, Ceresco, MI 49033
 Division 5 Metals Works – 100 Island Ave, Parchment, MI 49004
 MHS Custom Builders – 3533 S 35th St, Galesburg, MI 49053
 Musselman Home Improvements LLC – 7300 Field Bay Ave, Kalamazoo, MI 49009
 Great Lakes Waterproofing – 4100 S 7th St, Kalamazoo, MI 49009
 Versatile Roofing – 62 E Lee St Suite B, Grant, MI 49327
 Slager Restoration and Sealants – 16011 Hoffman St, Vandalia, MI 49095
 Overhead Door Company of Kalamazoo – 5291 Wynn Rd, Kalamazoo, MI 49048
 Lakeshore Glass and Metals – 210 E Roosevelt Ave, Zeeland, MI 49464
 Phoenix Interiors – 3480 Broadmoor Ave SE, Grand Rapids, MI 49512
 Eckhoff and DeVries – 3983 Linden Ave SE, Grand Rapids, MI 49548
 Great Lakes Building Strategies – 916 Chicago Drive, Suite C, Georgetown Township, MI 49428
 Rayhaven Group – 4380 40th St SE, Grand Rapids, MI 49512
 Kalamazoo Flag Company – 1052 N 30th St, Galesburg, MI 49053
 MSC Blinds – 3043 Broadway SW, Grandville, MI 49418
 Woodsmith's Inc – 1180 S 8th St, Kalamazoo, MI 49009
 Central Tile and Terrazzo – 5180 S 9th St, Kalamazoo, MI 49009
 Merchandise Equipment & Supply – 2039 Walker Ct NW, Walker, MI 49544
 Rijon MFG Co. – 13733 Chatham St, Blue Island, IL 60406
 Shambaugh & Son – 7614 Opportunity Dr, Fort Wayne, IN 46825
 K&S Plumbing – 6980 Hammond Ave SE, Caledonia, MI 49316
 R.W. Lapine – 5140 E ML Ave, Kalamazoo, MI 49048
 Buist Electric – 3201 Lake St, Kalamazoo, MI 49048
 Cripps Fontaine – 7729 Douglas Ave, Kalamazoo, MI 49009
 J Allen & Co – 8288 E Michigan Ave, Galesburg, MI 49053
 Fence Consultants of West Michigan – 200 Broad St Suite B, Plainwell, MI 49080
 DJs Landscaping – 4720 52nd St SE, Kentwood, MI 49512
 AK Concrete Staining – 4660 52nd St, Holland, MI 49423





Miller Davis

CONSTRUCTION SERVICES

EXPERIENCE QUESTIONNAIRE RESPONSE

NEW FIRE STATION 9-3

Charter Township of Comstock, Michigan

July 2026

Response Contents

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Communication	15
Safety	16



Miller Davis

CONSTRUCTION SERVICES

Successful construction is always our goal, and our team goes beyond the build to invest in the higher-ed communities we serve.

CORPORATE INFO

117 YEARS IN BUSINESS

CONTACT INFORMATION

1029 Portage St.
Kalamazoo, MI
Jordan Gerould, 269.568.0615

**OFFICES IN KALAMAZOO
AND TRAVERSE CITY** ◀



Recently Completed Projects



Gerald R Ford International Airport New Aircraft Rescue + Fire Fighting Facility

This \$14.5M state-of-the-art facility represents a significant investment in passenger safety, operational efficiency, and community resilience for the Airport Authority's dedicated 19-member ARFF team. Spanning 25,000 square feet, the facility is thoughtfully designed to meet the 24/7 demands of the ARFF team. The facility features extensive vehicle bays to house advanced firefighting vehicles, specialized equipment, and expanded areas dedicated to intensive training, education and daily living. As a new addition to the Airport Operations Center, it also supports mutual aid training with partner agencies, strengthening community-wide emergency preparedness.

Services

Construction Manager

Scope

New Construction

Project Value

\$14.5M



Northwestern Michigan University Aviation Hangar Expansion

The expansion of Northwestern Michigan College's Aviation Hangar supports the college's growing flight training program by increasing capacity for aircraft storage, maintenance, and student instruction. The approximately \$7 million project included a 16,500-square-foot hangar addition, renovations to the existing facility, and associated site improvements, creating a modern aviation training environment that will help meet the region's increasing demand for skilled pilots.

Services

Construction Manager

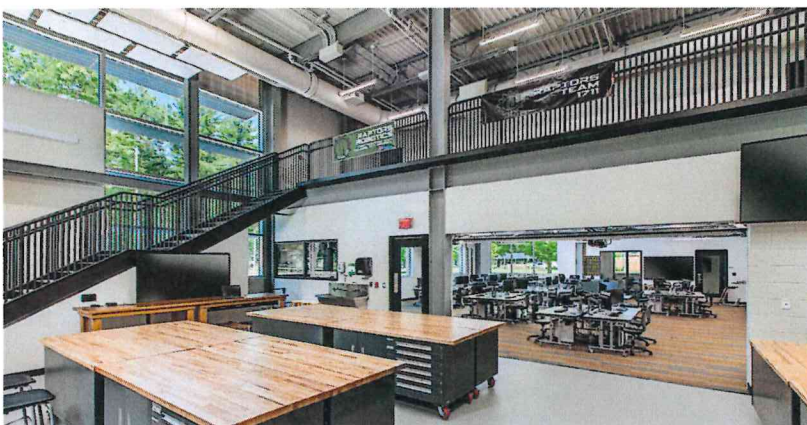
Scope

New Construction (Addition)

Project Value

\$7M

Recently Completed Projects Continued



Traverse City Area Public Schools

Innovation + Manufacturing Centers

Miller Davis oversaw the construction of the new Innovation and Manufacturing Centers for Traverse City Area Public Schools. These twin projects at Central and West Senior High Schools are state-of-the-art facilities that provide roughly 14,000 square feet of hands-on learning space dedicated to robotics, engineering, and advanced manufacturing education. Designed to mirror real-world industry environments, the centers feature fabrication labs, flexible classrooms, and collaborative areas that connect students directly to in-demand technical skills. The projects reflect TCAPS' commitment to preparing students for both college and career pathways while strengthening ties to the region's manufacturing community.

Services

Construction Manager

Scope

New Construction (Addition)

Project Value

\$12.1M



City of Portage

Fire Station 3 Renovations

The renovation of City of Portage Fire Station 3 modernized the bunk rooms, locker room, bathrooms, and fitness room to improve functionality, comfort, and durability for on-duty personnel. Construction was completed while the station remained fully operational, requiring careful phasing and coordination to support uninterrupted emergency response services. To accommodate firefighters during the renovation, a temporary living trailer was installed within a fire apparatus bay, providing essential facilities throughout construction.

Services

Construction Manager

Scope

Renovation

Project Value

\$610K

Recently Completed Projects Continued



SOPREMA Chem Link

Renovation + Expansion

This occupied, 54,000-square-foot pre-engineered metal expansion and office renovation enhanced SOPREMA's manufacturing capacity, added new loading docks, and introduced modern façade and lobby upgrades. Interior renovations created a more efficient workspace with remodeled offices, locker and shower rooms and an expanded break room. Designed for future growth, the project includes infrastructure for two additional phases to support long-term scalability.

Services

Construction Manager

Scope

Renovation + Expansion

Project Value

\$12M



Western Michigan University

Public Safety Headquarters Renovation

The 8,300-square-foot renovation of Western Michigan University's Public Safety facility modernized interior finishes, electrical systems, and audiovisual technology while improving the overall functionality of the space. Work included new flooring, paint, lighting, devices, AV equipment, and custom graphics throughout the facility. The project was completed in an occupied building on an active university campus, requiring careful coordination to minimize disruptions to daily public safety operations.

Services

Construction Manager

Scope

Renovation

Project Value

\$584K

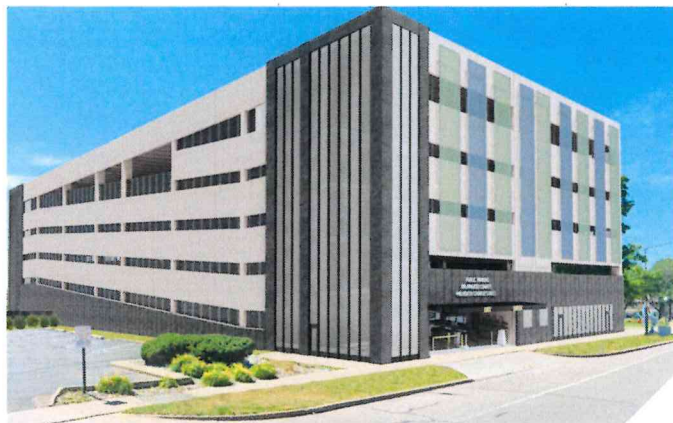
Completed Public Works Projects

In the Past Five Years

Bangor Public Schools, 2023 Bond Projects
 Cass County, Animal Control Door Upgrades
 City of Battle Creek, Fire Station #4 Structural Repairs + Remodel
 City of Battle Creek, Kingman Museum Improvements Phase I
 City of Dowagiac, Museum Water Infiltration Repair
 City of Kalamazoo, Farmers Market Renovation
 City of Kalamazoo, Kalamazoo Transit Center Attic Insulation
 City of Kalamazoo, Kalamazoo Transit Center ADA Upgrades
 City of Kalamazoo, Portland Loo Installation #1
 City of Portage, Fire Station 3 Interior Renovations
 Comstock Public Schools, 2023 Bond Projects
 Comstock Public Schools, Colt Center Improvements
 Comstock Public Schools, ESSER Funds Round 3 Work
 Comstock Public Schools, Middle School HVAC Upgrades
 Comstock Public Schools, New Outdoor Elementary Classroom
 Comstock Public Schools, New STEM Academy
 Comstock Public Schools, Stadium Improvements
 DTMB, SOM, Kalamazoo Psychiatric Hospital Fire Door Replacement
 DTMB, SOM, Michigan Library + Museum Exterior Improvements
 Gerald R Ford International Airport, New ARFF Facility
 Glen Oaks Community College, Bathroom Renovation
 Glen Oaks Community College, Campus Renovation
 Glen Oaks Community College, Nursing Simulation Room
 Glen Oaks Community College, T + M Contract Work
 Gull Lake Community Schools, 2018 Bond Work
 Gull Lake Community Schools, Cold Storage Addition
 Gull Lake Community Schools, Middle School Renovations
 Gull Lake Community Schools, New Elementary Outdoor Classroom
 Hartford Public Schools, 2023 Bond Projects
 Hartford Public Schools, Facility Assessment
 Hartford Public Schools, Middle + High Ventilator Replacements
 Kalamazoo County, Oakland Drive Cofferdam
 Kalamazoo Public Library, Eastwood Exterior Envelope
 Kalamazoo Public Library, Eastwood Library Roof Replacement
 Kalamazoo Public Library, Oshtemo Branch Roof Repairs
 Kalamazoo Public Library, Oshtemo Parking Lot Expansion + ADA
 Kalamazoo Public Schools, Loy Norrix High School Athletics
 Kalamazoo Public Schools, Loy Norrix Mechanical Elevator T + M

Kalamazoo Public Schools, Loy Norrix Mechanical Improvements
 Kalamazoo RESA, Facilities Assessment
 Kalamazoo RESA, Retention Pond Clearing
 Kalamazoo RESA, Woods Edge Pond Restoration
 Kalamazoo Township, Public Safety New Exercise Room
 Kalamazoo Township, Public Safety Security Improvements
 Michigan State University, FRIB Site Work
 Michigan State University, Main Library Renovations
 Northwestern Michigan College, Aviation Hangar Expansion
 Northwestern Michigan College, Greenspire High Renovations
 Traverse City Area Public Schools, Bus Wash Renovation
 Traverse City Area Public Schools, New IMC Facilities
 Traverse City Area Public Schools, WSH Athletics Renovation
 Traverse City Area Public Schools, WSH Circulation Improvements
 Van Buren County, Canopy Repairs
 Van Buren County, Door Replacement
 Van Buren County, Jail Ceiling Replacement
 Van Buren County, Jail Intake + Cell Modifications
 Van Buren County, Jail Tile Floor Removal
 Western Michigan University, Bronco Express Relocation/Reno
 Western Michigan University, Campus-wide Concrete Flatwork
 Western Michigan University, Dalton VITALS Lab Demo + Renovation
 Western Michigan University, Faunce Second Floor East Remodel
 Western Michigan University, Food Marketing Hub Renovation
 Western Michigan University, Henry Hall Renovations
 Western Michigan University, John Gill Stadium Club Renovation
 Western Michigan University, KAC Structural Investigation
 Western Michigan University, KAC Door + Casework Repair
 Western Michigan University, Little Theatre Stage Repairs
 Western Michigan University, Merze Tate Dean's Suite Renovation
 Western Michigan University, Miller Auditorium Concrete
 Western Michigan University, Public Safety Renovations
 Western Michigan University, Scanner Relocation
 Western Michigan University, New Golf Performance Center Reno
 Western Michigan University, Sindecuse RTU Steel Demolition
 Western Michigan University, -Oaklands Concrete + Structural Repair
 Western Michigan University, Waldo Library Renovation
 Western Michigan University, West Hills Cardio Demo

Current Public Works Projects



Kalamazoo County

Kalamazoo, MI

New Parking Deck

The Kalamazoo County Parking Structure project consists of the construction of a new multi-level precast parking deck in downtown Kalamazoo, providing approximately 400 parking spaces to support the adjacent county campus and surrounding civic facilities. Miller Davis is serving as Construction Manager, overseeing coordination of structural, civil, and building systems work within a dense urban environment with limited staging and access.

The project includes a five-level precast concrete structure with cast-in-place foundations, site utilities, lighting, and associated improvements to support safe and efficient vehicle and pedestrian circulation. Careful coordination is required to manage logistics, traffic control, and adjacent operations throughout construction in an active downtown setting, while minimizing disruption to surrounding public and private stakeholders.



City of Battle Creek

Battle Creek, MI

New Salt Storage Facility

The City of Battle Creek Salt Storage Facility project consists of the construction of a new municipal salt storage structure designed to support the city's winter maintenance operations. Miller-Davis is serving as the General Contractor, managing construction from site development through completion, including coordination of civil, structural, and building components.

The project includes a durable, weather-resistant storage building with reinforced concrete foundations, structural framing, and site improvements to support efficient truck access, material handling, and de-icing operations. The facility is designed to improve operational efficiency and protect salt inventory from the elements, ensuring reliable winter road maintenance capabilities for the City.



City of Kalamazoo

Kalamazoo, MI

Portland Loo Installations

The Water Street Portland Loo project in downtown Kalamazoo includes the installation of public restroom facilities to better serve residents, visitors, and nearby entertainment and recreational areas. Miller Davis is responsible for coordination and installation of the prefabricated Portland Loo units, including site preparation and utility connections. The project enhances public amenities and supports increased activity along the Water Street corridor.

Current Public Works Projects Continued



State of Michigan, DTMB

Lansing, MI

Michigan Library + Museum Improvements

The Michigan Library and Museum facade improvement project focuses on preserving and enhancing the exterior of the state's 312,000-square-foot cultural and historical landmark. Miller Davis is managing repairs and restoration work to improve the building envelope, protect the facility from long-term deterioration, and maintain the architectural character of the structure. Construction is being carefully coordinated to support continued operations for the Library of Michigan, Michigan History Museum, and Archives of Michigan throughout the project.



City of Three Rivers

Three Rivers, MI

Waste Water Treatment Plant Roof Replacement

The City of Three Rivers Wastewater Treatment Plant Roof Replacement project involves the removal and replacement of approximately 33,000 square feet of existing metal roofing with a new metal panel roof system. The project is being completed at an occupied and fully operational treatment facility, requiring careful planning and coordination to maintain uninterrupted plant operations throughout construction. The new roof system will enhance long-term durability, weather protection, and facility performance while extending the service life of the building.



City of Battle Creek

Battle Creek, MI

Kingman Museum Upgrades Phases I and II

The Kingman Museum Restoration project is a multi-phase effort to preserve and revitalize one of Battle Creek's most historic cultural landmarks. Miller Davis is managing extensive building improvements, including waterproofing, masonry restoration, stair reconstruction, and mechanical system upgrades to address long-term facility needs and improve building performance. The work will help extend the life of the historic structure while supporting the museum's future use as a community and educational resource.



Project Performance – Completion of Work

Miller Davis has never failed to complete any work awarded to it. All projects have been completed in accordance with contractual obligations without abandonment or non-performance.

References

City of Portage

Station 3 Renovations

Steve Tanner
Assistant Chief
269.548.4056
tanners@portagemi.gov

City of Battle Creek

New Salt Storage Facility

Katie Norton
Chief Facilities Officer
269.966.3355 Ext. 1351
KMNorton@battlecreekmi.gov

Kalamazoo County

Portland Loo Installation

Tom Palumbo
Senior Civil Engineer
269.337.8697
palumbot@kalamazoocity.org

State of Michigan, DTMB

Michigan Library + Museum Improvements

Kyle Peake
Facilities Manager
517.284.7943
PeakeK@michigan.gov

Landscape Forms

Headquarters Campus Expansion

Laura Flannery Sachtleben
Landscape Forms
269.276.4484
LauraS@landscapeforms.com

The Miller Davis Team is professional, collaborative, and ethical, and have much expertise and resources to bring to the table. ...I cannot give a higher recommendation than employing Miller Davis.

— **Dr. Jeffrey Thoenes**
Comstock Public Schools

Gerald R Ford International Airport

New Aircraft Rescue + Firefighting Facility

Jeff Berghage
Facility Design + Construction Project Manager
616.233.6252
jberghage@grr.org

SOPREMA Chem Link

Schoolcraft Expansion + Renovation

Jeremy Howard
Director of Manufacturing + Liquid Material
616.679.4440
jhoward@chemlink.com

Comstock Public Schools

2016 + 2022 Bond Programs

Dr. Jeff Thoenes
Superintendent
517.897.6612
jeff.thoenes@comstockps.org

Services: One-Stop Shop

Complex projects require more than good builders — they require good partners. For more than a century, Miller Davis has helped clients navigate planning, coordination, construction, and closeout with a full range of services designed to keep projects moving smoothly.

PRECONSTRUCTION PHASE SERVICES

- Team Building
- Long-Lead Procurement Planning
- Budget Estimating
- Cost Control
- Value Management
- Master Scheduling
- Cash Flow Projections
- Constructability Analysis
- Site-specific Safety Planning
- Quality Assurance
- Subcontract Execution
- Bid Management
- Trade Contract Scope Descriptions
- Local Contractor Involvement Plan
- Proposal Evaluation + Recommendation for Award
- Project Document Management Software
- Building Systems Coordination
- Commissioning Management

CONSTRUCTION PHASE SERVICES

- Project Mobilization
- Update Cash Flow Projections
- Coordination of Project Partners
- Pre-Construction Planning Conference
- Written Daily Reports
- Administer Payment Procedures
- Weekly Jobsite Progress Meetings
- Commissioning Procedures
- Shop Drawing Reviews
- Change Management
- Operational Readiness
- Construction Scheduling
- Construction Supervision
- Labor Relations/Workforce Development
- Quality Assurance
- Safety Management
- Labor Relations/Workforce Development
- Community Communication Planning

POST-CONSTRUCTION PHASE SERVICES

- Certify substantial and final completion
- Assist with training of Owner's maintenance personnel
- Final accounting of expenditures
- Electronic Building Systems Manual: O+M manuals, record documents and warranties
- Coordinate start-up testing of utilities, systems and equipment
- Identify and expedite timely completion of incomplete or corrective work
- Verify work compliance with contract documents
- Submit spare parts and materials
- Approval and certificates from building authorities and governing agencies
- Callback services and coordination of corrective work during the warranty period
- Post-occupancy audit following substantial completion
- Continuing consultation beyond the warranty period

Project Approach

Constructing a fire station is about far more than building walls and apparatus bays—it's about creating a facility that enables first responders to protect the community every day.

Drawing on recent experience delivering the Gerald R. Ford International Airport Aircraft Rescue & Fire Fighting (ARFF) facility and other public safety projects, our team understands the unique operational, technical, and scheduling demands these facilities require.

Our approach is rooted in collaboration, proactive planning, and disciplined execution. After reviewing the project documents, we recognize this new Fire Station 9-3 will serve as a modern headquarters for Comstock Fire & Rescue, providing apparatus storage, administrative offices, living quarters, and training space that must function together as one cohesive operation.

From the earliest stages of construction, we'll work closely with the Township, the AE team and project stakeholders to align scope, schedule, procurement, and constructability. Our focus is on identifying challenges before they become issues, coordinating complex building systems, maintaining open communication, and delivering a facility that meets the Township's expectations for quality, durability, and long-term performance.

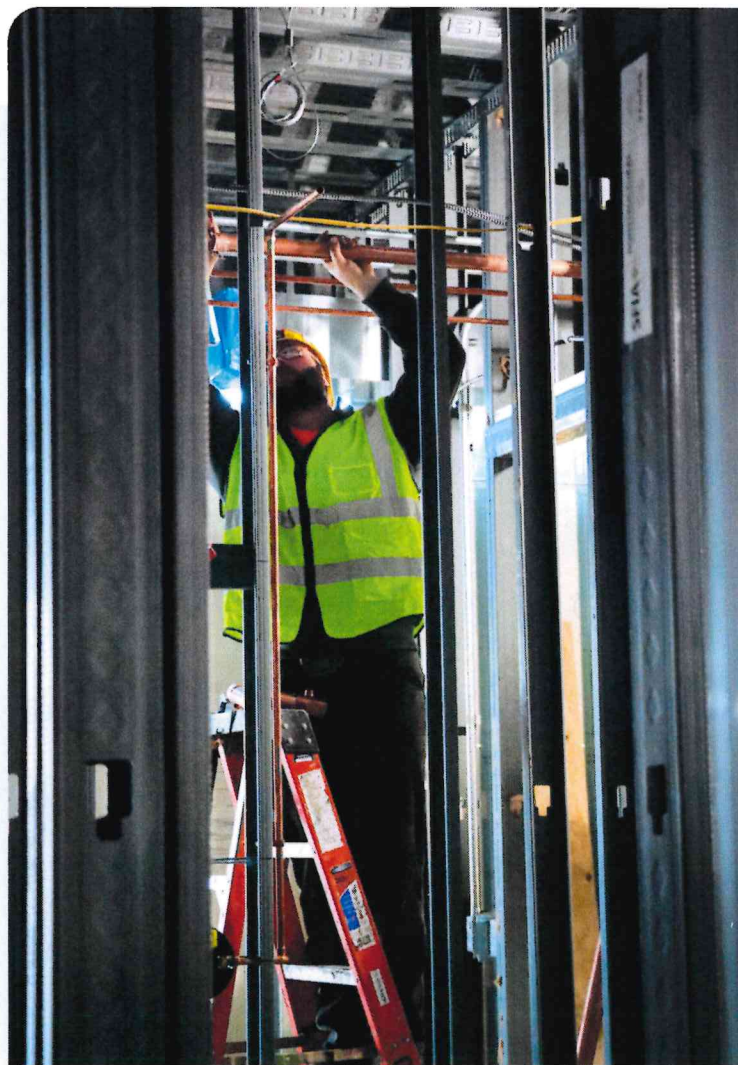
On the following pages, you'll find additional information about our approach, project services, and schedule.

PUBLIC SAFETY FACILITIES

>> Emergency response facilities demand more than quality construction—they require an understanding of how firefighters live, train, maintain equipment, and respond at a moment's notice. Having successfully delivered specialized public safety facilities, our team understands how to coordinate complex building systems while creating durable, highly functional environments that support those critical missions.

BUILT FOR 24/7 PERFORMANCE

>> Fire stations never truly close. From apparatus bays and emergency power systems to living quarters, communications infrastructure, and training spaces, every element must perform reliably around the clock. Our proactive planning, rigorous quality management, and collaborative approach help ensure the finished facility is ready to support first responders for decades to come.



Preconstruction

Our preconstruction approach is proactive, collaborative, and grounded in the details — giving the Township clear, up-to-date information to support confident decisions.

Deliverables Charter Township of Comstock can expect throughout preconstruction include constructability reviews, phased cost estimating with value engineering recommendations, scheduling plans, subcontractor coordination, meeting documentation, procurement and bid package planning, and a detailed project execution plan outlining safety, logistics, quality control, and overall project coordination well before construction begins.

COLLABORATION • CONSTRUCTABILITY REVIEWS

Although the design is complete, successful project delivery depends on proactive collaboration. Our team will work closely with the Township, Jones Petrie Rafinski, and project stakeholders to review constructability, coordinate building systems, and identify opportunities to improve field efficiency. Through early planning and continuous communication, we help minimize conflicts, streamline construction, and maintain project momentum.

BUDGET • COST MANAGEMENT

From bid through project completion, we remain focused on responsible cost management. Through detailed subcontractor reviews, transparent change management, and ongoing budget tracking, we provide the Township with clear insight into project costs while identifying practical solutions that maintain quality, protect the budget, and support informed decision-making throughout construction.

SEQUENCING • SCHEDULING

A successful project begins with thoughtful planning. Our team develops detailed sequencing and scheduling plans that coordinate site work, building construction, long-lead procurement, inspections, and specialty systems into a realistic roadmap for project delivery. By actively monitoring progress and adjusting as conditions evolve, we help maintain trade flow, reduce schedule risk, and support the project's January 2028 completion.

TRADE PARTNER COORDINATION

Strong trade partner relationships are critical to delivering a successful fire station. We engage experienced subcontractors early, clearly define project expectations, coordinate scopes of work, and foster open communication throughout construction. This collaborative approach strengthens quality, improves schedule performance, and helps resolve challenges before they impact the project.

PROCUREMENT • EARLY COORDINATION

Our team identifies long-lead materials and specialty equipment—including apparatus bay doors, mechanical and electrical equipment, emergency power systems, and other critical building components—to support timely procurement and coordinated installation. By aligning procurement with construction activities, we reduce delays and keep the project moving efficiently.



Cost Control

We know that when it comes to cost control, **the buck stops with us.**

Through disciplined cost tracking, transparent change management, and proactive issue resolution, we help control project costs while balancing schedule, quality, and the Township's long-term goals.



Cost Control Strategies

- Early procurement planning for long-lead materials
- Competitive subcontractor bidding and value-focused procurement
- Transparent change order evaluation and cost tracking
- Continuous budget forecasting and reporting
- Coordination to minimize rework and field conflicts
- Secure off-site material storage when advantageous



Change Order/Management Process

- Additional work is only executed at the owner's approval.
- All proposed changes are thoroughly reviewed for scope, cost, schedule impacts, and necessity before being presented to the Township.
- Change requests are clearly documented with supporting pricing and schedule information to facilitate timely, informed decision-making.
- Subcontractor pricing is carefully evaluated to verify the proposed work, confirm fair and reasonable costs, and ensure consistency with contract requirements.
- Whenever possible, our team works collaboratively with the owner, architect, and trade partners to resolve field issues before they become change orders.
- If a change affects the project schedule, we proactively communicate potential impacts and develop recovery strategies to maintain overall project progress.
- Approved changes are promptly incorporated into the project budget, schedule, and reporting, ensuring complete transparency throughout construction.
- Throughout the project, Miller Davis manages and documents the entire change management process as part of our standard construction management services, with no additional CM fee markup.





Trade Partner Coordination

As a trusted local contractor, we engage thousands of diverse, qualified local trades through a fair and inclusive bid strategy.

Our success begins with building the right project team. Miller Davis is committed to maximizing competition by engaging qualified local and regional trade partners, resulting in an average of three to five competitive bidders per bid package. **This competitive approach promotes fair pricing, strengthens quality, and delivers greater value for the Township.** Our trade partner coordination strategy includes:

- Break down scopes into logical, manageable bid packages that maximize competition and local participation.
- Host outreach events and pre-bid meetings with local and underrepresented firms.
- Clearly define scopes of work to eliminate overlaps and ensure comprehensive coverage.
- Conduct a transparent bid evaluation process focused on best value, not just lowest price.
- Host a Builders Brief event to notify local and DBE bidders of the project, ask questions, and meet the project team, enabling them to incorporate it into their bidding schedule.
- Conduct post-bid interviews with key trade partners to clarify scope, confirm project understanding, and align expectations prior to award.
- Foster strong trade partner relationships through weekly coordination meetings, toolbox talks, and recognition of outstanding performance throughout the project.

I have attended many safety and sub-contractor meetings and this one ranked at the top. The content was engaging and thought provoking, and I believe it made an impact on a good number of people in the room. The Miller Davis culture seems to be top notch and I think it is important to hear this.

— **Ethan S.**
Compaan Door & Operator Co.

Communication

Transparent communication is our most powerful tool for delivering a well-executed project; in our 117 years of business, we've found there's simply no substitute for it.

While we utilize digital tools for real-time project tracking, reporting, and document management, we know the most effective communication is still direct, timely, and solutions-focused.

For this project, communication will be tailored to support the needs of each stakeholder group:

- > **The township and project stakeholders** will receive regular progress updates, schedule coordination, budget reporting, and clear documentation to support informed decision-making throughout the project.
- > **Design partners and consultants** will remain closely connected through ongoing coordination meetings, constructability reviews, submittal tracking, and timely resolution of RFIs and design questions to help maintain project momentum.
- > **Trade partners and field staff** will participate in regular site coordination meetings focused on safety, scheduling, logistics, quality control, and upcoming work activities to help ensure efficient field execution.
- > **Local agencies and permitting authorities** will be engaged proactively throughout the project to support permitting, inspections, utility coordination, and overall project compliance.
- > **Project leadership and executive oversight teams** will receive milestone updates and reporting to maintain visibility into project progress, risks, schedule impacts, and key decision points.

Communication Structure

Stakeholder meetings to review potential project challenges/solutions.

Daily project walk-throughs, subcontractor check-ins and coordination meetings.

Weekly preconstruction phase meetings to drive task management.

Weekly foreman meetings with subcontractors.

Bi-weekly job progress meetings with the project team.

Monthly core leadership meetings to review completed work and look ahead to upcoming project tasks.



To maximize your time, we'll be ready to discuss the project and address any questions whenever needed. You will always be "in the know".



Everyone Goes Home Safely

Safety and efficiency drive every decision we make on a project, and our team takes pride in delivering both without compromising one for the other.

MIOSHA PARTNERSHIP

We actively partner with MIOSHA's CET Division and MIOSHA Alliance programs to strengthen proactive safety planning, jobsite training, and continuous risk prevention efforts across our projects. **We currently operate the only MIOSHA Alliance sites in Kalamazoo and Traverse City, Michigan.**

PRIORITIZATION

We prioritize the health, safety, and well-being of project stakeholders, trade partners, visitors, neighboring businesses, and the surrounding environment – including thoughtful protections for nearby natural resources and waterways throughout construction.

SITE ACCESS & SAFE STREETS/PATHWAYS

We maintain safe, well-coordinated, and minimally disruptive access for both pedestrian and vehicular traffic throughout construction, with careful attention given to surrounding businesses, residents, sidewalks, deliveries, and daily public activity near the site.

NEIGHBORLY COMMUNICATION

We proactively communicate with nearby businesses, residents, and stakeholders regarding construction progress, anticipated disruptions, traffic impacts, and major project activities throughout the duration of the work.



SAFETY EFFORTS THAT PAY OFF

- > Our site safety tactics include **bilingual site signage, regular toolbox talks, safety program performance reviews, and corrective action planning.**
- > **Our project-specific safety plans** incorporate site logistics, access control, pedestrian protections, and environmental safeguards tailored to each project's unique conditions.
- > **We've surpassed 1 million hours** without a loss time injury.
- > We've received the AGC of Michigan **Outstanding Safety Performance Award for the past 17 years**, and the AGC of America National AGC Safety Award for the past 16 years.

RECEIVED
JUL 13 2026
CHARTER TOWNSHIP
OF COMSTOCK

ATTN: Fire Chief Beauchamp

New Fire Station 9-3

Project No. 2025-01576

Cornerstone Construction Mgt

450 W Centre Ave

Portage, MI 49024

Gordon@cornerstonecm.com

(269) 321-0200

Received @ 3:48 PM



**CHARTER TOWNSHIP OF COMSTOCK
CONTRACTOR'S BID FOR PUBLIC WORK
CHECKLIST FOR BIDDERS**

Project Name (New Fire Station 9-3)

Project No. (2025-01576)

For Bids Due (July 9, 2026)

From time to time Charter Township of Comstock finds it necessary to reject a bid because it does not comply with statutory requirements. In preparing your bid, please use the following checklist in order to make sure that your bid is done in the proper manner.

X Proper bid security included. The bidder has the option of providing either a Certified Check or Bid Bond.

X Bid prepared on Comstock Fire & Rescue's Contractor's Bid for Public Work Form, completely executed.

X Acknowledge Receipt of 1-6 Addendum(s) included with the bid.

X All required additional information is included with the bid.

X Proposal statements and other affidavits all signed by the proper party with name either printed or typed underneath signature.

X This checklist submitted with the Bid.

This checklist is provided for bidder's use in assuring compliance with required documentation; however, it does not include all specifications requirements and does not relieve the bidder of the need to read and comply with the specifications.

Bidder: Cornerstone Construction Management Date: July 13, 2026

By Authorized Representative:

Signature:

Gordon Groves

Print Name & Title: Gordon Groves, President

CHARTER TOWNSHIP OF COMSTOCK CONTRACTOR'S BID FOR PUBLIC WORK

Project Name (New Fire Station 9-3)

Project No. (2025-01576)

For Bids Due (July 9, 2026)

PART I

(Must be completed for all bids. Please type or print)

Date: July 13, 2026 Bidder (Firm): Cornerstone Construction Management

Address: 450 W Centre Ave

City/State/Zip: Portage, MI 49024 Telephone Number: (269) 321-0200

Email Address: gordon@cornerstonecm.com

Agent of Bidder (if Applicable): _____

Pursuant to notices given, the undersigned offers to furnish labor and/or material necessary to complete the public works project of Charter Township of Comstock, in accordance with plans and specifications prepared by Jones, Petrie, Rafinski, and dated 06/09/2026:

BASE BID FROM BID SCHEDULE (Include specified Allowances):

Ten million one hundred thirty thousand five hundred	Dollars \$	10,130,500.00
(use words)		(in figures)
Alternate 1: (Add /Subtract) Three hundred eighteen thousand five hundred	Dollars \$	318,500.00
(use words)		(in figures)
Alternate 2: (Add /Subtract) Two hundred fifty-one thousand seven hundred	Dollars \$	251,700.00
(use words)		(in figures)
Alternate 3: (Add /Subtract) Forty-eight thousand seven hundred	Dollars \$	48,700.00
(use words)		(in figures)
Alternate 4: (Add /Subtract) Sixty-eight thousand	Dollars \$	68,000.00
(use words)		(in figures)

The undersigned further agrees to furnish a bond or certified check with this bid for an amount specified in the notice of the letting. If alternative bids apply, the undersigned submits a proposal for each in accordance with the notice. Any addendums attached will be specifically referenced at the applicable page.

If additional units of material included in the contract are needed, the cost of units must be the same as that shown in the original contract if accepted by Charter Township of Comstock. If the bid is to be awarded on a unit basis, the itemization of the units shall be shown on a separate attachment.

By _____

Gordon Groves

(Printed Name of Person Signing)

ACCEPTANCE

The above bid is accepted this _____ day of _____ 20 _____

Subject to the following conditions: _____

CHARTER TOWNSHIP OF COMSTOCK

COMSTOCK FIRE & RESCUE

Fire Chief

Bid Clarifications, Alternates & Exclusions

- Bid amount may be subject to escalation due to price increases
- Alternate #4 glazed block delivery is currently 32 weeks
- Nichiha siding material is an allowance until product is quoted
- Substitute Door Engineering FF30 bi-fold doors – Deduct (\$18,000.00)
- Change five (5) rear overhead sectional 5125 springless doors to torsion counter balance – Deduct (\$60,000.00)
- Fire extinguishers, cabinets & knox box excluded

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Cornerstone Construction Management, Inc.
450 W. Centre Ave.
Portage, MI 49024

SURETY:

(Name, legal status and principal place of business)

Western Surety Company

151 N. Franklin Street
Chicago, IL 60606

Mailing Address for Notices

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

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

OWNER:

(Name, legal status and address)

Charter Township of Comstock
5858 King Highway
Kalamazoo, MI 49048

BOND AMOUNT: 5% Five Percent of Amount Bid

PROJECT:

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

New Fire Station 9-3 Project No. 2025-01576

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

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

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

Signed and sealed this 9th day of July, 2026.


(Witness)


(Witness) Don Tolly

Cornerstone Construction Management, Inc.
(Principal) (Seal)

By: 
(Title)

Western Surety Company
(Surety) (Seal)

By: 
(Title) Bayley Rewa-Snyder, Attorney-in-Fact

Western Surety Company

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

Beth Walker, Lori A King-Clyde, Janice Stickles, Dan Cusenza, Heather Buonodono, Shannon Nyhuis, Bayley Rewa-Snider, Quinn Deyer, Individually

of Kentwood, 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 Authorizing By-Laws and Resolutions printed at the bottom of this page, 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 13th day of January, 2026.



WESTERN SURETY COMPANY

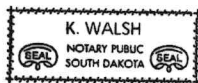
Larry Kasten, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 13th day of January, 2026, before me personally came Larry Kasten, 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 a 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

December 4, 2031



K. Walsh, Notary Public

CERTIFICATE

I, Paula Kolsrud, 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-Laws and Resolutions of the corporation printed below this certificate are still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 9 day of July, 2026.



WESTERN SURETY COMPANY

Paula Kolsrud, Assistant Secretary

Authorizing By-Laws and Resolutions

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.

This Power of Attorney is signed by Larry Kasten, Vice President, who has been authorized pursuant to the above Bylaw to execute power of attorneys on behalf of Western Surety Company.

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

“RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company.”

Go to www.cnasurety.com > Owner / Obligor Services > Validate Bond Coverage, if you want to verify bond authenticity.

NON-COLLUSION AFFIDAVIT

SUBMISSION REQUIRED WITH ALL BIDS

PROFESSIONAL -

WORK -

FILE No. _____

Affiant, Gordon Groves, being first duly sworn, deposes and says that:(1) Affiant is (enter title) President of Cornerstone Construction Mgmt, "the Bidder." Affiant has personal knowledge of the matters set forth in this Affidavit and is competent to testify about them.(2) The Bidder has submitted to the **Owner** a "Bid" to enter into the above referenced Contract, also referred to in this Affidavit as "the Work."(3) This Section 00320 Non-collusion Affidavit is executed by Affiant for inclusion with the submission to the **Owner** of the Bid and may be relied upon by the **Owner** in considering the Bid.

(4) Affiant is fully informed about the preparation and contents of the Bid and of all pertinent circumstances surrounding the Bid, has not entered into any contract, combination, conspiracy, or other act prohibited by federal, State or any other local Law. The Bid is genuine and is not a collusive or sham Bid.

(5) Neither the Bidder nor any of the Bidder's owners, officers, partners, directors, agents, representatives, employees or parties in interest, including this Affiant, have in any way entered or proposed to enter into any combination to prevent the making of any Bid, or to fix any prices (including overhead, profit or other costs) for the Bid; or have made any agreement, or given or promised any consideration to induce any other person not to Bid for the Work, or to Bid at a specified price; or have secured, proposed or intended to secure through any agreement an unlawful advantage against the **Owner** or any other person interested in the Work.

(6) No officer or employee of the State of Michigan is personally or financially interested, directly or indirectly, in the Bid, or any Contract which may be under it, or in the purchase or sale of any materials, equipment or supplies for the Work to which it relates, or any portion of any expected profits thereto.

(7) The Bid is not intended to secure an unfair advantage or benefit from the **Owner** or in favor of any person interested in the proposed Contract.

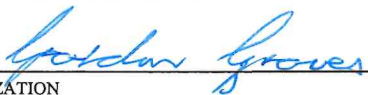
(8) The prices bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any other of the Bidder's owners, officers, partners, directors, agents, representatives, employees or parties in interest, including this Affiant; and neither the Bidder nor any of its owners, officers, partners, directors, agents, representatives, employees or parties in interest, including this Affiant, have divulged any information regarding the Bid or any data about the Bid to any other person.

By: Gordon GrovesSIGMA VENDOR NUMBER VSD0289324Title: PRESIDENTTelephone No. (269) 321-0200

CERTIFICATION OF NON-DEBARMENT OR SUSPENSION

In accordance with Executive Order 12549 and Executive Order 12689, entitled Debarment and Suspension, and any applicable implementing regulations, this certification must be completed by the Organization:

1. Under penalty of perjury, except as noted below, all persons or firms or any person associated therewith in the capacity of owner, partner, director, officer, or manager:
 - 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 the three (3) year period preceding this certification, 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 statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in subparagraph (1)(b) of this certification; and
 - d. Have not, within the three (3) year period preceding this certification, had one or more public transactions (Federal, state, or local) terminated for cause or default.
 - e. Will not subcontract with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs
2. If such persons or firms later become aware of any information contradicting the statements of paragraph (1), they will promptly provide that information to NACCHO.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE PRESIDENT
ORGANIZATION CORNERSTONE CONSTRUCTION MANAGEMENT	DATE SIGNED 7/9/26

VERIFICATION

STATE OF Michigan)
COUNTY OF Kalamazoo)

Before me, a Notary Public commissioned, qualified and acting, personally appeared (enter name of the person signing this Affidavit) Gordon Groves to me well known to be the person described in and who signed this Section 00320 Non-collusion Affidavit, who being by me first duly sworn upon oath, says that he/she is the Attorney-in-Fact for (enter Bidder's name) Cornerstone Construction Management, that he/she has been authorized by (enter name of individual, partnership name, or the authorized governing body of the Bidder) Cornerstone Construction Mgt. to execute this Section 00320 Non-collusion Affidavit on behalf of the named Bidder in favor of the STATE OF MICHIGAN, for the uses and purposes mentioned.

Subscribed and sworn to before me this 9th day of July, 20 26.
Carla McDonald

Notary Public, State of Michigan
My Commission expires: 9-4-, 20 28



SECTION I Experience Questionnaire

1. Attach information regarding projects your organization has completed for the period of one (1) year prior to the date of the current bid.

See attached list

2. Attach a listing of public works projects currently in process of construction by your organization.

See attached list for the previous 5 years

3. Attach information regarding any failure to complete any work awarded to you and the location thereof.

Never occurred in 32 years in business

4. Attach references from private firms for which you have performed work.

See attached references

SECTION II Plan and Equipment Questionnaire

1. Attach an explanation of your plan or layout for performing proposed work.

See attached milestone schedule

2. **Contractor's Bid for Public Work/ Section II Plan and Equipment Questionnaire:** Revise item #2 to read: "Attach a listing of names and addresses of all subcontractors (i.e. persons or firms outside your own firm who have performed part of the work) that you have used on public works projects during the past five (5) years *who will also be a part of the new Station 9-3 project*, along with a brief description of the work done by each subcontractor."

Per Addendum #3. See attached list

3. **Special Provisions- Contractor's Bid for Public Work:** Bidders will be allowed to submit **ONLY** the required final listing of the names and addresses of all subcontractors that are included within the bid **until 4:30pm on July 13, 2026, prior to Bid Opening**. Submissions of these lists must be made at the bid opening location at Fire Station 9-1 located at 1960 River St in Kalamazoo, Michigan 49048 prior to the 4:30pm start on July 13, 2026.

Per Addendum #6. See attached list

4. Attach a listing of equipment you have available to use for the proposed project.

Equipment will be supplied by our Subcontractors.

5. Have you entered into contracts or received offers for all materials which substantiate the prices used in preparing your proposal? If not, attach an explanation for the rationale used which would corroborate the prices listed.

Yes, Cornerstone Construction Managements has received bids and proposals from suppliers and subcontractors.

Projects Completed in the Last 12 Months

AZON Admin Building	AZON International	Patrick Muessig	(269) 385-5942	Schley Nelson Architects	\$1,954,334	7/30/25
Advia Lease Space-PT Clinic	Advia Credit Union	Chad Farrer	(844) 238-4228	Abonmarche Byce	\$509,142	8/25/25
Hayloft Theatre Repairs	City of Portage	Kathleen Hoyle	(269) 329-4522	Abonmarche Byce	\$132,317	9/25/25
Almena Township Hall Addition	Almena Township	Joe Leduc	(269) 657-5913	Schley Nelson Architects	\$471,956	10/1/25
Biggby M-43	Linda Marcon Ventures	Linda Marcon	(269) 760-6941	Schley Nelson Architects	\$843,974	1/13/26
Edwardsburg Branch Library	Cass District Library	Chris Korenowsky	(269) 487-9215	Abonmarche Byce	\$4,612,184	2/27/26
Hi Tech Loading Dock	Hi-Tech Holdings LLC	Matt Proffitt	(269) 365-7204	Howard Overbeek	\$179,994	4/14/26
The Landing Place	Kalamazoo County	Eric McNamara	(269) 384-8090	Abonmarche Byce	\$1,470,340	4/30/26
Country Kids Daycare	Skycon Enterprise LLC	Joe Schiedel	(269) 535-0661	Howard Overbeek	\$458,230	5/29/26

Public Works Completed in the Last 5 Years

Cassopolis Municipal Building	Village of Cassopolis	Emile Sarratone	(269) 445-8648	Wightman & Associates	\$2,985,776	9/30/20
South Haven Memorial Library	S.H. Building Authority	Jim France	(269) 634-2403	Abonmarche	\$2,034,304	10/25/21
Expansion to Kalamazoo Farmers Market	City of Kalamazoo	Patrick McVerry	(269) 337-8147	Prein Newhof - InForm	\$4,129,630	5/7/22
Almena Township Hall Addition	Almena Township	Joe Leduc	(269) 657-5913	Schley Nelson Architects	\$471,956	10/1/25
Edwardsburg Branch Library	Cass District Library	Chris Korenowsky	(269) 487-9215	Abonmarche Byce	\$4,612,184	2/27/26
The Landing Place	Kalamazoo County	Eric McNamara	(269) 384-8090	Abonmarche Byce	\$1,470,340	4/30/26

Private References

NAME	COMPANY	PHONE NUMBER	SIZE	PRICE	COMPLETION
Dale Davis	Canteen	(616) 745-2327	41,467sf	\$3,802,000	May 2024
Bill Dorrance	Dorrance Ford	(269) 929-3220	30,415sf	\$5,301,275	August 2022
Richard Phillips	Forman Glass	(269) 209-1386	25,200sf	\$1,516,680	June 2020
Mark Pruss	Tecniq Inc	(815) 355-8029	105,000sf	\$5,611,162	July 2017
Bobby Mayo	Kalamazoo Outdoor Gourmet	(865) 304-8579	50,700sf	\$1,676,738	June 2015

Project Experience and References



The Landing Place

Kalamazoo, Michigan

Eric McNamara
 Director of Building and Grounds
 (269) 384-8090
Eric.mcnamara@kalcounty.com

Conversion of an existing hotel to transitional housing at a cost of \$1.5 million.

Architect: Abonmarche Byce
Completion Date: April 2026



Edwardsburg Library

Edwardsburg, Michigan

Chris Korenowsky
 Library Director
 (269) 216-7088
ckowrenowsky@cassdistrictlibrary.org

New 9,000 SF branch building completed at a cost of \$4.6 million.

Architect: Abonmarche Byce
Completion Date: February 2026



Project Experience and References



Almena Township Hall

Almena, Michigan

Joe Leduc
Supervisor
(269) 668-6910

Almenasupervisor@comcast.net

An interior renovation to the existing township hall completed at a cost of \$471,000.

Architect: Schley Nelson Architects

Completion Date: October 2025



Kalamazoo Farmers Market

Kalamazoo, Michigan

Patrick McVerry
Director

(269) 337-8147

mcverryp@kalamazoocity.org

New Farmers Market completed at a cost of \$4.13 million.

Architect: Prein Newhof - InForm

Completion Date: May 2022



Project Experience and References



South Haven Memorial Library

South Haven, Michigan

Emilie LaGrow
Village Manager
(269) 445-8648

manager@cassopolis-mi.us

An addition and interior renovations to the existing library completed at a cost of just over \$2 million.

Architect: Abonmarche

Completion Date: October 2021



Village of Cassopolis

Cassopolis, Michigan

Jim France
Director

(269) 634-2403

jimfrance@shmlibrary.org

New 17,205 SF municipal building and DPW facility completed at a cost of \$3 million.

Architect: Wightman & Associates

Completion Date: September 2020



Plan and Equipment Questionnaire

Cornerstone Construction Management plans to assign a full-time onsite superintendent and a project manager to the project.

We will staff and manage the project from start to finish and will utilize the cloud-based project management system Procore for all project information.

We have successfully completed several local fire stations for Comstock, Marshall and Ross Townships as well as renovations to Oshtemo Township and the village of Schoolcraft fire stations.

We have developed the following milestone schedule.

- | | |
|--------------------------------------|--|
| • Comstock Township receive bids | Jul 9 th |
| • Comstock Township award contract | Jul 30 th |
| • Mobilize & review first submittals | Aug 1 st – Aug 31 st |
| • Start construction | Sep 1 st |
| • Building shell enclosure | Mar 31 st |
| • Substantial completion | Dec 31 st |
| • Project completion & occupancy | Jan 31 st |

Subcontractors-Suppliers Section II Number 2: Public Works

Name	Address	Work Description
J Allen Company	8288 E Michigan Ave, Galesburg MI	Asphalt Paving
S & T Lawn Care	3393 South 6th Street, Kalamazoo MI	Landscaping & Irrigation
Van Laan Concrete	6875 Dutton Industrial Dr, Grand Rapids MI	Concrete
Great Lakes Masonry	1019 Frisbee Blvd, Springfield MI	Masonry
Evans Metal Products	2400 Johnson, Elkhart IN	Structural Steel
Erik Sample	29498 Follmer St, Niles MI	Rough Carpentry
Overhead Door of Kalamazoo	5291 Wynn Rd, Kalamazoo MI	Overhead Doors
Forman Glass	5051 E Michigan Ave, Kalamazoo MI	Aluminum Entrances & Windows
Fowler Interiors	3535 Lake St, Kalamazoo MI	Framing, Drywall & Ceilings
Central Tile & Terrazzo	5180 South 9th St, Kalamazoo MI	Flooring
Eckhoff & DeVries	3983 Linden Ave SE, Grand Rapids MI	Painting
Great Lakes Plumbing	860 Gibson St, Kalamazoo MI	Plumbing

New Fire Station 9-3

Subcontractors-Suppliers

Name	Address	Work Description
Byholt Inc	10636 Sprinkle Rd, Vicksburg MI	Site work
J Allen Company	8288 E Michigan Ave, Galesburg MI	Asphalt Paving
S&T Lawncare	3393 South 6th Street, Kalamazoo MI	Landscaping & Irrigation
Van Laan Concrete	6875 Dutton Industrial Dr, Grand Rapids MI	Concrete
Great Lakes Masonry	1019 Frisbee Blvd, Springfield MI	Masonry
Evan Metal Products	2400 Johnson, Elkhart IN	Structural Steel
Erik Sample	29498 Follmer St, Niles MI	Rough Carpentry
EVS Construction	31534 Brandt Rd, Colon MI	Metal Roofing
Overhead Door of Kalamazoo	5291 Wynn Rd, Kalamazoo MI	Overhead Doors
Forman Glass	5051 E Michigan Ave, Kalamazoo MI	Aluminum Entrances & Windows
Fowler Interiors	3535 Lake St, Kalamazoo MI	Framing, Drywall & Ceilings
Central Tile & Terrazzo	5180 South 9th St, Kalamazoo MI	Flooring
Eckhoff & DeVries	3983 Linden Ave SE, Grand Rapids MI	Painting
Shambaugh & Son	56575 Twin Branch Dr, Mishawaka IN	Fire Protection
Great Lakes Plumbing	860 Gibson St, Kalamazoo MI	Plumbing
RW Lapine	5140 ML Ave, Kalamazoo MI	Mechanical
Homestate Electric	PO 92, Bedford MI 49020	Electrical

RECEIVED
JUL 13 2026
CHARTER TOWNSHIP
OF COMSTOCK



P.O. Box 1340
Battle Creek, MI 49016

Received at
3:45 PM
105

Sealed Bid Enclosed For:

Comstock Township New Fire Station 9-3

Project No. 2025-01576

To:

Attn: Matthew Becuchamp

Fire Chief

Comstock Fire & Rescue

Deliver To:

5858 King Highway

Kalamazoo, MI 49048

CHARTER TOWNSHIP OF COMSTOCK CONTRACTOR'S BID FOR PUBLIC WORK

Project Name (New Fire Station 9-3)Project No. (2025-01576)For Bids Due (July 9, 2026)

PART I

(Must be completed for all bids. Please type or print)

Date: 7/13/26 Bidder (Firm): Schweitzer Inc.Address: 86 South DivisionCity/State/Zip: Battle Creek, MI 49017 Telephone Number: (269) 963-1579Email Address: Kmcdowell@schweitzerinc.com

Agent of Bidder (if Applicable): _____

Pursuant to notices given, the undersigned offers to furnish labor and/or material necessary to complete the public works project of Charter Township of Comstock, in accordance with plans and specifications prepared by Jones, Petrie, Rafinski, and dated 06/09/2026:

BASE BID FROM BID SCHEDULE (Include specified Allowances):

ELEVEN MILLION NINE HUNDRED EIGHTY FOUR / 100,000 Dollars \$ 11,984,000
(use words) (in figures)

Alternate 1: (Add/Subtract) THREE HUNDRED TWO THOUSAND / 100 Dollars \$ 302,000
(use words) (in figures)

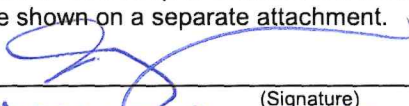
Alternate 2: (Add/Subtract) ONE HUNDRED NINETY THOUSAND / 100 Dollars \$ 199,000
(use words) (in figures)

Alternate 3: (Add/Subtract) SEVENTY FIVE THOUSAND AND THREE HUNDRED / 100 Dollars \$ 75,300
(use words) (in figures)

Alternate 4: (Add/Subtract) SEVENTY TWO THOUSAND AND THREE HUNDRED / 100 Dollars \$ 72,300
(use words) (in figures)

The undersigned further agrees to furnish a bond or certified check with this bid for an amount specified in the notice of the letting. If alternative bids apply, the undersigned submits a proposal for each in accordance with the notice. Any addendums attached will be specifically referenced at the applicable page.

If additional units of material included in the contract are needed, the cost of units must be the same as that shown in the original contract if accepted by Charter Township of Comstock. If the bid is to be awarded on a unit basis, the itemization of the units shall be shown on a separate attachment.

By  (Signature)
ANDREW SCHWEITZER (Printed Name of Person Signing)

ACCEPTANCE

The above bid is accepted this _____ day of _____ 20 _____

Subject to the following conditions: _____

CHARTER TOWNSHIP OF COMSTOCK

COMSTOCK FIRE & RESCUE

Fire Chief



**CHARTER TOWNSHIP OF COMSTOCK
CONTRACTOR'S BID FOR PUBLIC WORK
CHECKLIST FOR BIDDERS**

Project Name (New Fire Station 9-3)

Project No. (2025-01576)

For Bids Due (July 9, 2026)

From time to time Charter Township of Comstock finds it necessary to reject a bid because it does not comply with statutory requirements. In preparing your bid, please use the following checklist in order to make sure that your bid is done in the proper manner.

- X Proper bid security included. The bidder has the option of providing either a Certified Check or Bid Bond.
- X Bid prepared on Comstock Fire & Rescue's Contractor's Bid for Public Work Form, completely executed.
- X Acknowledge Receipt of 6 Addendum(s) included with the bid.
- X All required additional information is included with the bid.
- X Proposal statements and other affidavits all signed by the proper party with name either printed or typed underneath signature.
- X This checklist submitted with the Bid.

This checklist is provided for bidder's use in assuring compliance with required documentation; however, it does not include all specifications requirements and does not relieve the bidder of the need to read and comply with the specifications.

Bidder: Schweitzer Inc Date: 7/13/24

By Authorized Representative:

Signature:

Print Name & Title:

ANDREW SCHWEITZER - PRESIDENT

American Institute of Architects

AIA Document A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we, Schweitzer, Inc., as Principal, hereinafter called the Principal, and Liberty Mutual Insurance Company, duly organized under the laws of the State of Massachusetts, as Surety, hereinafter called the Surety, is held and firmly bound unto Comstock Township, as Obligee, hereinafter called the Obligee, in the sum of Five Percent of the Amount Bid (5% of the Bid Amount), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for: General Contracting for a New Fire Station

Bid Date: July 9, 2026

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee 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.

Signed and sealed this 7th day of July, A.D. 2026.

		Schweitzer, Inc.	
		(Principal)	
		(Seal)	
(Witness)			(Title)
		<u>President - CAO</u>	
		Liberty Mutual Company	
		(Surety)	
		(Seal)	
<u>Dianne Wilhelm</u>	(Witness)	<u>Laura J. Northouse</u>	
Dianne Wilhelm		Laura J. Northouse	Attorney -in-Fact



POWER OF ATTORNEY

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8216136-975675

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Sierra Atwell; Laura J. Northouse; Troy Summers; Dianne Wilhelm

all of the city of Grand Rapids state of MI each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 20th day of April, 2026.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: Nathan J. Zangerle
Nathan J. Zangerle, Assistant Secretary

State of PENNSYLVANIA ss
County of MONTGOMERY

On this 20th day of April, 2026 before me personally appeared Nathan J. Zangerle, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2029
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes Nathan J. Zangerle, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 7th day of July, 2026.



By: Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary

Section I – Experience Questionnaire

1. Attach information regarding public projects your organization has completed within the last 5 years.

- a. City of Battle Creek – Treasurer Office Renovation
 - i. Complete renovation of existing treasurers office at Battle Creek City Hall. Total Dollar Amount \$1,328,149.00
- b. City of Battle Creek – Exterior Improvements
 - i. Site improvements around the Battle Creek City Hall, including concrete, pre cast retaining walls, parking lots, and site water control. Total Dollar Amount \$1,112,074.00
- c. City of Battle Creek – Fire Station #1
 - i. New roofing and trim at City Fire Station #1. Total Dollar Amount \$621,667.00
- d. City of Springfield – New Salt Barn
 - i. New salt barn included concrete walls and fabric superstructure. Total Dollar Amount \$881,761.00
- e. Private work at Southwest Michigan Industrial Facilities
 - i. Work includes concrete, structural steel, glass and glazing, masonry, etc. Total Dollar Amounts \$10,227,786
- f. Public School work at multiple Southwest Michigan Public Schools
 - i. Work includes general trades, demolition, siding, etc. Total Dollar Amount \$7,015,992.00

Section I – Experience Questionnaire Continued

2. *Attach a listing of public works projects currently in process of construction by your organization*
 - a. City of Battle Creek Fire Station #3 – General Contractor - \$7,161,968.00
 - b. City of Battle Creek Fire Station #2 – General Contractor - \$7,711,952.00
 - c. City of Battle Creek Fire Station #6 – General Contractor - \$5,714,129.00
 - d. Hartford Public Schools -General Trades Package - \$658,994.00

3. *Attach information regarding any failure to complete any work awarded to you and the location thereof.*
 - a. Not Applicable – Schweitzer has never failed to complete any work awarded.

4. *Attach references from private firms for which you have performed work.*
 - a. See attached

References

Matt Lahman, President—Kalsee Credit Union— 269-382-7800

Jeannie Goodrich, CEO—Summit Pointe—269-209-5928

Brenda Hunt, CEO, Battle Creek Community Foundation (*retired*)—269-962-2181

Brad Fuller, Director of Institutional Facilities—Kellogg Community College—269-965-3931

Mark Callahan, Zoetis—Director of Strategic Projects—269-207-1343

Ted Walters, Construction Manager—The Austin Company—269-720-3323

Nick Dabrowski, Senior Director—Kellogg Company—878-488-8176

Jim Blocker, Chief of Police (*retired*)—City of Battle Creek— 269-317-1993

Kevin Klingler, Direct Owner (*retired*)—Michigan Regional Council of Carpenters—517-206-8764

Katie Norton, Chief Facilities Officer - City of Battle Creek - 269-966-3355



Section II – Plan and Equipment Questionnaire

1. *Attach an explanation of your plan or layout for performing the proposed work.*

Schweitzer will execute the Comstock Township New Fire Station utilizing a phased construction approach that emphasizes safety, quality, schedule adherence, and proactive communication with the Owner, design team, and subcontractors. Beginning construction in **August 2026**, our team will manage the project to achieve **substantial completion by January 2028**.

The project will commence with mobilization, erosion control, site logistics, and utility coordination, followed by earthwork, underground utilities, and site grading. Early completion of these activities will allow for installation of building foundations and structural concrete while maintaining progress on site infrastructure.

Once the foundation system is complete, structural masonry and structural steel operations will proceed in a coordinated sequence to establish the building shell. As the structural frame is erected, roofing, exterior wall framing, windows, and cement board siding will be installed to quickly achieve a weather-tight building enclosure. Completing the exterior envelope as early as practical will allow interior work to continue uninterrupted throughout the winter months.

Following enclosure of the building, interior construction will progress through mechanical, electrical, plumbing, and fire protection rough-ins in conjunction with wood framing. Drywall, ceilings, flooring, painting, casework, specialties, doors, hardware, and finish carpentry will then proceed in carefully planned phases to maximize productivity while minimizing trade conflicts.

Site development will continue concurrently with building construction whenever weather permits. Final grading, paving, sidewalks, landscaping, and site amenities will be scheduled to coincide with favorable seasonal conditions while maintaining safe access to the project.

Throughout construction, Schweitzer will utilize detailed scheduling, weekly subcontractor coordination meetings, and proactive procurement of long-lead materials to minimize schedule risks. Continuous quality control inspections, safety oversight, and coordination with local authorities and utility providers will ensure the project progresses efficiently while maintaining the highest standards of workmanship.

As construction nears completion, building systems will undergo commissioning, testing, balancing, and owner training. Final inspections, punch list completion, and closeout documentation will be completed in an organized manner to provide a smooth transition to occupancy.

This phased approach allows construction activities to overlap where appropriate, maintaining schedule momentum while ensuring each phase is completed safely and with the quality expected for a critical public safety facility. Schweitzer is confident this

execution plan will deliver a durable, high-quality fire station that is ready for occupancy by **January 2028**.

2. ***Attach a listing of names and addresses of all subcontractors (i.e. persons or firms outside your own firm who have performed part of the work) that you have used on a public works project during the past five years, who will also be a part of the new station 9-3 project, along with a brief description of the work done by each subcontractor.***

At this stage of the procurement process, Schweitzer has not finalized the selection of all subcontractors that may participate in the New Station 9-3 project. Subcontractor participation is still being evaluated based on subcontractor bids recieved, scope coordination, and qualifications.

Should Schweitzer be identified as the apparent low bidder and selected to move forward, we will provide a complete list of proposed subcontractors, including company names, addresses, and a brief description of the work to be performed by each firm, in accordance with the Owner's requirements and prior to contract execution.

Schweitzer maintains a network of qualified subcontractors with extensive experience on public works projects and will ensure that all subcontractors engaged on this project meet the applicable licensing, insurance, and performance requirements.

3. ***If you intend to sublet any portion of the work, attach the name and address of each subcontractor, and whether you will require a bond. However, if you are unable to currently to provide a listing, please understand a listing must be provided prior to contract approval.***

At this time, Schweitzer is unable to provide the requested list of subcontractors, as the subcontractor procurement process has not been completed and final trade awards have not been made. Subcontractor selection will be based on the evaluation of qualifications, experience, value, and responsiveness to the project requirements.

If Schweitzer is determined to be the apparent low bidder and awarded the project, we will provide a complete listing of the subcontractors proposed for the New Station 9-3 project, including their names, addresses, and a brief description of the work to be performed, as required by the contract documents.

Schweitzer self-performs general trades carpentry and structural steel fabrication and erection. All other construction trades will be performed by qualified subcontractors selected through our procurement process.

Bonding requirements for subcontractors, beyond the performance and payment bonds furnished by Schweitzer for the project, will be evaluated and determined on a case-by-case basis. These decisions will be based on the scope of work, subcontract value, project risk, and the qualifications of the selected subcontractor.

4. *Attach a listing of equipment you have available to use for this project.*

While Schweitzer owns and operates several pieces of equipment, the majority of the equipment used for this project would be rented from local equipment rental companies or owned by subcontractors. Equipment that we anticipate to see on site is as follows:

- a. Skytrack/All Terrain Forklifts
- b. Cranes
- c. Manlifts/scissor lifts – Both all terrain and interior electric
- d. Bobcats/Skid Steers
- e. Welders
- f. Scaffold
- g. Various sitework equipment (i.e. excavators, dozers, graders, etc.)

5. *Have you entered into contracts or received offers for all materials which substantiate the prices used in preparing your proposal? If not, attach an explanation for the rationale used which would corroborate the prices listed.*

Schweitzer has not entered into contracts for the materials, equipment, or subcontracted work included in this proposal, as contract awards are contingent upon the Owner's selection and execution of a construction agreement.

However, the pricing contained within our proposal is substantiated by competitive quotations received from subcontractors, material suppliers, and equipment vendors during the bid period. These quotations were evaluated and have been incorporated into our proposal accordingly.

Should Schweitzer be awarded the project, subcontracts and purchase orders will be executed with the selected subcontractors and suppliers in accordance with the terms and conditions of the contract documents and Schweitzer's procurement procedures.

CARBONSIX

CONSTRUCTION

Charter Township of Comstock

Fire Chief Beauchamp

New Fire Station 9-3

Project Number: 2025-01576

CarbonSix Construction

6200 Wing Ave, Grand Rapids, MI 49512

josh@carbonsix.com; 616-265-9461

July 13, 2026

RECEIVED
JUL 13 2026
CHARTER TOWNSHIP
OF COMSTOCK

Received
03:48 PM



**CHARTER TOWNSHIP OF COMSTOCK
CONTRACTOR'S BID FOR PUBLIC WORK
CHECKLIST FOR BIDDERS**

Project Name (New Fire Station 9-3)

Project No. (2025-01576)

For Bids Due (July 9, 2026)

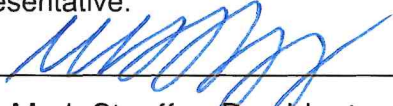
From time to time Charter Township of Comstock finds it necessary to reject a bid because it does not comply with statutory requirements. In preparing your bid, please use the following checklist in order to make sure that your bid is done in the proper manner.

- x Proper bid security included. The bidder has the option of providing either a Certified Check or Bid Bond.
- x Bid prepared on Comstock Fire & Rescue's Contractor's Bid for Public Work Form, completely executed.
- x Acknowledge Receipt of 6 Addendum(s) included with the bid.
- x All required additional information is included with the bid.
- x Proposal statements and other affidavits all signed by the proper party with name either printed or typed underneath signature.
- x This checklist submitted with the Bid.

This checklist is provided for bidder's use in assuring compliance with required documentation; however, it does not include all specifications requirements and does not relieve the bidder of the need to read and comply with the specifications.

Bidder: CarbonSix Construction Inc Date: 07/09¹³/2026

By Authorized Representative:

Signature: 

Print Name & Title: Mark Stauffer, President

CHARTER TOWNSHIP OF COMSTOCK **CONTRACTOR'S BID FOR PUBLIC WORK**

Project Name (New Fire Station 9-3)

Project No. (2025-01576)

For Bids Due (July 9, 2026)

PART I

(Must be completed for all bids. Please type or print)

Date: 07/13/2026 **Bidder (Firm):** CarbonSix Construction

Address: 6200 Wing Ave SE

City/State/Zip: Grand Rapids, MI 49512 **Telephone Number:** (616) 588-3488

Email Address: mark@carbonsix.com

Agent of Bidder (if Applicable): Mark Stauffer, President

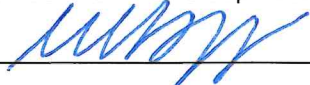
Pursuant to notices given, the undersigned offers to furnish labor and/or material necessary to complete the public works project of Charter Township of Comstock, in accordance with plans and specifications prepared by Jones, Petrie, Rafinski, and dated 06/09/2026:

BASE BID FROM BID SCHEDULE (Include specified Allowances):

<u>eleven million forty-seven thousand</u> (use words)	Dollars \$	<u>11,047,000.00</u> (in figures)
Alternate 1: (Add/Subtract) <u>two hundred seventy thousand</u> (use words)	Dollars \$	<u>270,000.00</u> (in figures)
Alternate 2: (Add/Subtract) <u>three hundred thirty thousand</u> (use words)	Dollars \$	<u>330,000.00</u> (in figures)
Alternate 3: (Add/Subtract) <u>sixty-nine thousand</u> (use words)	Dollars \$	<u>69,000.00</u> (in figures)
Alternate 4: (Add/Subtract) <u>one hundred fifty-five thousand</u> (use words)	Dollars \$	<u>155,000.00</u> (in figures)

The undersigned further agrees to furnish a bond or certified check with this bid for an amount specified in the notice of the letting. If alternative bids apply, the undersigned submits a proposal for each in accordance with the notice. Any addendums attached will be specifically referenced at the applicable page.

If additional units of material included in the contract are needed, the cost of units must be the same as that shown in the original contract if accepted by Charter Township of Comstock. If the bid is to be awarded on a unit basis, the itemization of the units shall be shown on a separate attachment.

By 
(Signature)

Mark Stauffer, President

(Printed Name of Person Signing)

ACCEPTANCE

The above bid is accepted this _____ day of _____ 20 _____

Subject to the following conditions: _____

CHARTER TOWNSHIP OF COMSTOCK

COMSTOCK FIRE & RESCUE

Fire Chief

NON-COLLUSION AFFIDAVIT**SUBMISSION REQUIRED WITH ALL BIDS****PROFESSIONAL -**

WORK -

FILE No. _____

Affiant, Mark Stauffer, being first duly sworn, deposes and says that:(1) Affiant is (enter title) President of CarbonSix Construction Inc, "the Bidder." Affiant has personal knowledge of the matters set forth in this Affidavit and is competent to testify about them.(2) The Bidder has submitted to the **Owner** a "Bid" to enter into the above referenced Contract, also referred to in this Affidavit as "the Work."(3) This Section 00320 Non-collusion Affidavit is executed by Affiant for inclusion with the submission to the **Owner** of the Bid and may be relied upon by the **Owner** in considering the Bid.

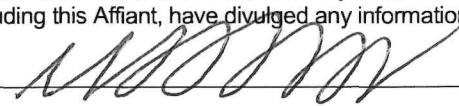
(4) Affiant is fully informed about the preparation and contents of the Bid and of all pertinent circumstances surrounding the Bid, has not entered into any contract, combination, conspiracy, or other act prohibited by federal, State or any other local Law. The Bid is genuine and is not a collusive or sham Bid.

(5) Neither the Bidder nor any of the Bidder's owners, officers, partners, directors, agents, representatives, employees or parties in interest, including this Affiant, have in any way entered or proposed to enter into any combination to prevent the making of any Bid, or to fix any prices (including overhead, profit or other costs) for the Bid; or have made any agreement, or given or promised any consideration to induce any other person not to Bid for the Work, or to Bid at a specified price; or have secured, proposed or intended to secure through any agreement an unlawful advantage against the **Owner** or any other person interested in the Work.

(6) No officer or employee of the State of Michigan is personally or financially interested, directly or indirectly, in the Bid, or any Contract which may be under it, or in the purchase or sale of any materials, equipment or supplies for the Work to which it relates, or any portion of any expected profits thereto.

(7) The Bid is not intended to secure an unfair advantage or benefit from the **Owner** or in favor of any person interested in the proposed Contract.

(8) The prices bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any other of the Bidder's owners, officers, partners, directors, agents, representatives, employees or parties in interest, including this Affiant; and neither the Bidder nor any of its owners, officers, partners, directors, agents, representatives, employees or parties in interest, including this Affiant, have divulged any information regarding the Bid or any data about the Bid to any other person.

By: SIGMA VENDOR NUMBER VS0207589Title: PresidentTelephone No. 616-588-3488

VERIFICATION

STATE OF Michigan)
COUNTY OF Kent)

Before me, a Notary Public commissioned, qualified and acting, personally appeared (enter name of the person signing this Affidavit) Sara Whisler to me well known to be the person described in and who signed this Section 00320 Non-collusion Affidavit, who being by me first duly sworn upon oath, says that he/she is the Attorney-in-Fact for (enter Bidder's name) Carbon Six Construction, that he/she has been authorized by (enter name of individual, partnership name, or the authorized governing body of the Bidder) Sara Whisler to execute this Section 00320 Non-collusion Affidavit on behalf of the named Bidder in favor of the STATE OF MICHIGAN, for the uses and purposes mentioned.

Subscribed and sworn to before me this 13th day of July, 20 26.

Notary Public, State of Michigan
My Commission expires: 7/12, 20 30



CERTIFICATION OF NON-DEBARMENT OR SUSPENSION

In accordance with Executive Order 12549 and Executive Order 12689, entitled Debarment and Suspension, and any applicable implementing regulations, this certification must be completed by the Organization:

1. Under penalty of perjury, except as noted below, all persons or firms or any person associated therewith in the capacity of owner, partner, director, officer, or manager:
 - 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 the three (3) year period preceding this certification, 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 statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in subparagraph (1)(b) of this certification; and
 - d. Have not, within the three (3) year period preceding this certification, had one or more public transactions (Federal, state, or local) terminated for cause or default.
 - e. Will not subcontract with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs
2. If such persons or firms later become aware of any information contradicting the statements of paragraph (1), they will promptly provide that information to NACCHO.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE President
ORGANIZATION CarbonSix Construction Inc	DATE SIGNED 07/13/2026

CNA SURETY

Bid Bond

 Bond No. N/A
CONTRACTOR:
(Name, legal status and address)

Carbon Six Construction Inc
6200 Wing Avenue
Grand Rapids MI 49512

SURETY: Western Surety Company: South Dakota Corporation

(Name, legal status and principal place of business)

151 N. Franklin Street
17th Floor
Chicago, IL 60606

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

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

OWNER:
(Name, legal status and address)

Charter Township of Comstock
5858 King Highway
Kalamazoo, MI 49041

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

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

Construction of a new fire station

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

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

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

Signed and sealed this 9th day of July, 2026.

(Witness)

[Signature]
(Witness)

Carbon Six Construction Inc

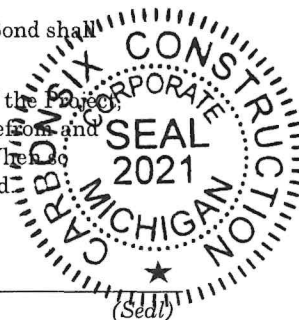
(Principal)

[Signature]
(Title) MARK STRUFFEN, PRESIDENT

Western Surety Company

(Surety)

[Signature]
(Title) Tammy VanderStelt, Attorney-in-Fact

(Seal)
(Seal)


Western Surety Company

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

Tammy Vander Stelt, Meredith Slobodnik, John B Rogers, Kateri Ann Schutt, Sean Casey, Jacob Schrock, 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 Authorizing By-Laws and Resolutions printed at the bottom of this page, 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 25th day of February, 2026.



WESTERN SURETY COMPANY

Larry Kasten

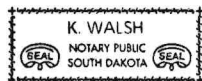
Larry Kasten, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 25th day of February, 2026, before me personally came Larry Kasten, 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 a 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

December 4, 2031



K. Walsh

K. Walsh, Notary Public

CERTIFICATE

I, Paula Kolsrud, 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-Laws and Resolutions of the corporation printed below this certificate are still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 9th day of July, 2026.



WESTERN SURETY COMPANY

Paula Kolsrud

Paula Kolsrud, Assistant Secretary

Authorizing By-Laws and Resolutions

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.

This Power of Attorney is signed by Larry Kasten, Vice President, who has been authorized pursuant to the above Bylaw to execute power of attorneys on behalf of Western Surety Company.

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

"RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company."

Go to www.cnasurety.com > Owner / Obligor Services > Validate Bond Coverage, if you want to verify bond authenticity.

PART II

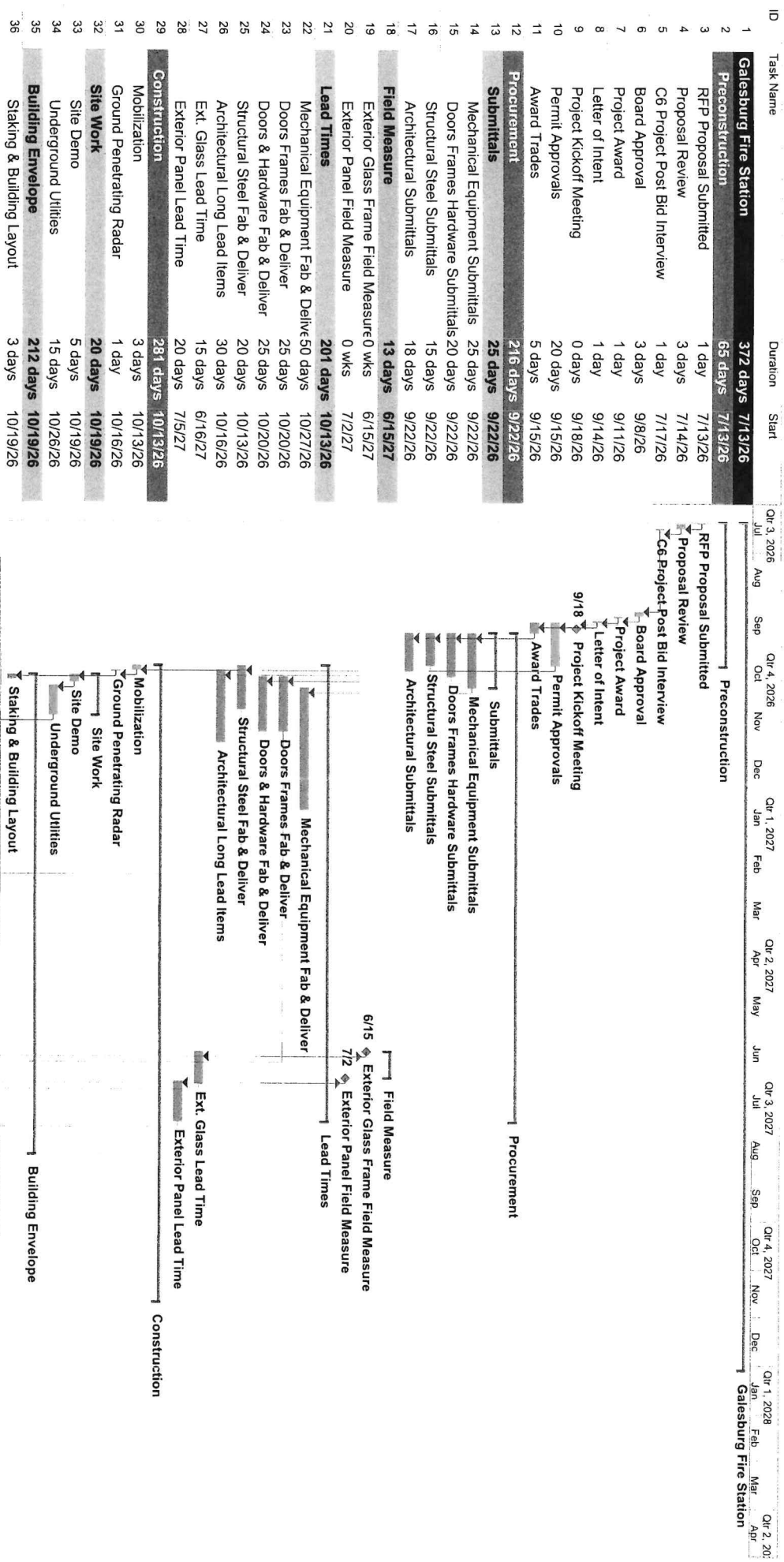
Section 1 – Experience Questionnaire

1. **Attach information regarding projects your organization has completed for the period of one (1) year prior to the date of the current bid.**
Information in Marketing Packet
2. **Attach a listing of public works projects currently in process of construction by your organization.**
Grand Valley State University Renovation
DeWitt Farmers Market
City of Douglas
Allegan County Road Commission
Muskegon County Airport
Village of Decatur Bergen Building
3. **Attach information regarding any failure to complete any work awarded to you and the location thereof.**
CarbonSix Construction completed all work assigned to the firm.
4. **Attach references from private firms for which you have performed work.**
Information in Marketing Packet

Section 2 – Plan and Equipment Questionnaire

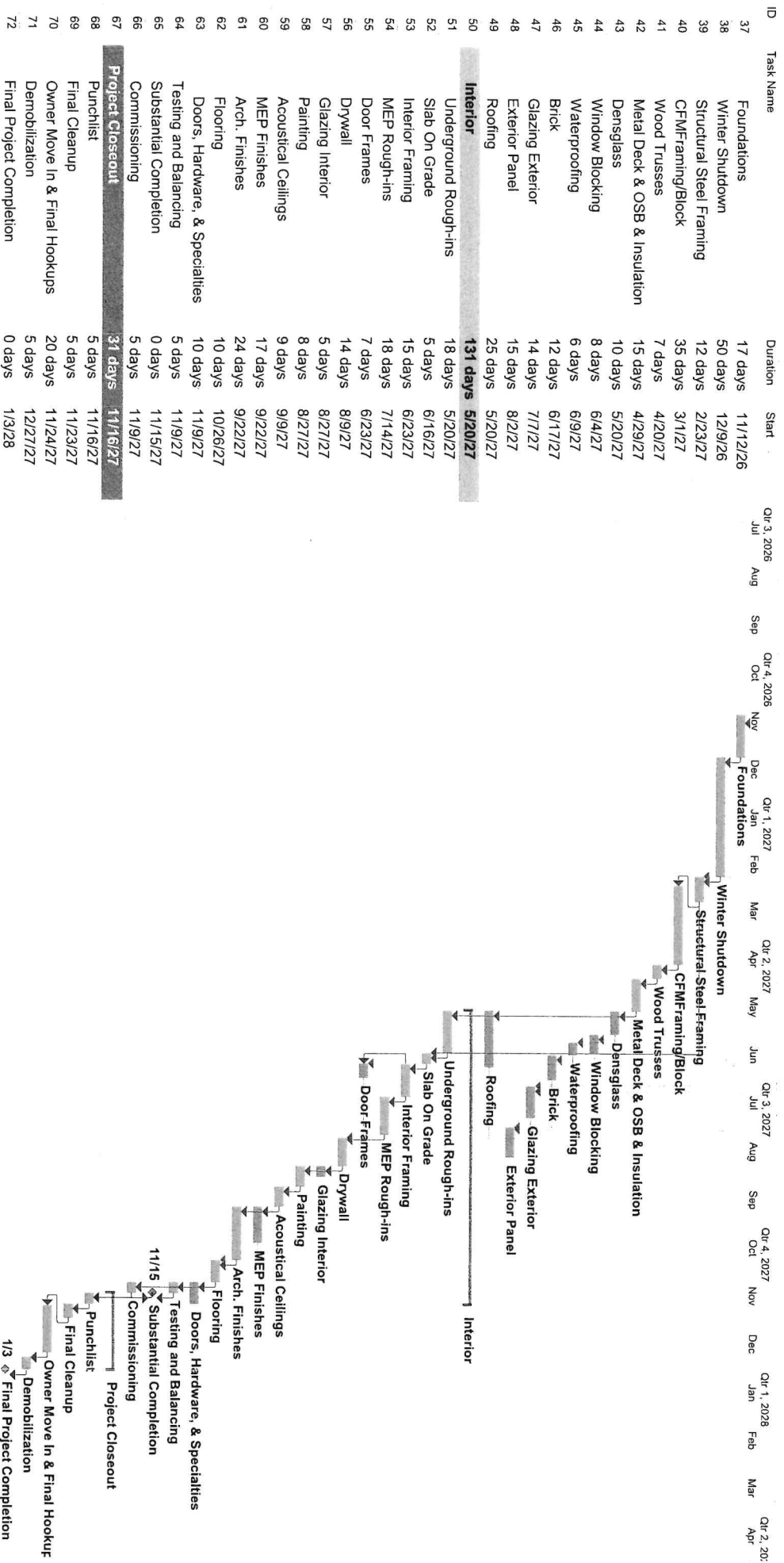
1. **Attach an explanation of your plan or layout for performing proposed work. (Examples could include a narrative of when you could begin work, complete the project, number of workers, etc. and any other information which you believe would enable Charter Township of Comstock to consider your bid.)**
Information attached
2. **Attach a listing of the names and addresses of all subcontractors (i.e. persons or firms outside your own firm who have performed part of the work) that you have used on public works projects during the past five (5) years along with a brief description of the work done by each**
Information attached
3. **If you intend to sublet any portion of the work, attach the name and address of each subcontractor, equipment to be used by the subcontractor, and whether you will require a bond. However, if you are unable to currently provide a listing, please understand a listing must be provided prior to contract approval. Until the completion of the proposed project, you are under a continuing obligation to immediately notify Charter Township of Comstock in the event that you subsequently determine that you will use a subcontractor on the proposed project.**
Information attached
4. **4. Attach a listing of equipment you have available to use for the proposed project.**
 - All equipment provided from CarbonSix will be rented at current industry rental rates.

- 5. Have you entered into contracts or received offers for all materials which substantiate the prices used in preparing your proposal? If not, attach an explanation for the rationale used which would corroborate the prices listed.**
- We have standing relationships with West Michigan subcontractors and publicly bid this project to ensure market rate pricing.



CREATING YOUR SPACE IS OUR ELEMENT

CARBONSIX



CREATING YOUR SPACE IS OUR ELEMENT

CARBON SIX

Carbon Six Construction, Inc. & Subsidiary
Consolidated Balance Sheet
May 31, 2026

Assets:

Current Assets:

Cash	\$ 2,621,840
Accounts Receivable (A/R)	\$ 4,597,661
Retainage Receivable	\$ 1,799,558
Contract Asset	\$ 111,861
Prepays	\$ 200,537
Deposit	\$ 20,000
Total Current Assets	\$ 9,351,457

Property and equipment:

Computers & Office Equipment	\$ 77,814
Tools & Equipment	\$ 247,696
Vehicles	\$ 224,269
Less Accumulated Depreciation	\$ (382,523)
Net Property and equipment	\$ 167,256

Right-Of-Use Assets	\$ 703,878
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Total Assets	\$ 10,222,591
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Liabilities and Stockholder's Equity:

Current Liabilities:

Accounts Payable (A/P)	\$ 3,414,838
Retainage Payable	\$ 1,161,382
Accrued Payroll	\$ 214,219
Due to TB6 Ventures	\$ 23,425
Accrued Liabilities	\$ 18,780
Contract Liabilities	\$ 1,677,744
Total Current Liabilities	\$ 6,510,388

Lease Liabilities	\$ 616,490
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Stockholder's Equity:

Common Stock	\$ 10,000
Additional Paid in Capital	\$ 2,413,348
Owner Distributions	\$ (134,902)
Retained Earnings	\$ 807,267
Total Stockholder's Equity	\$ 3,095,713

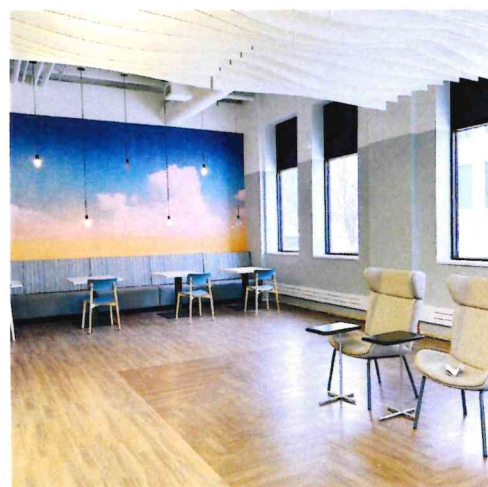
Total Liabilities and Stockholder's Equity	\$ 10,222,591
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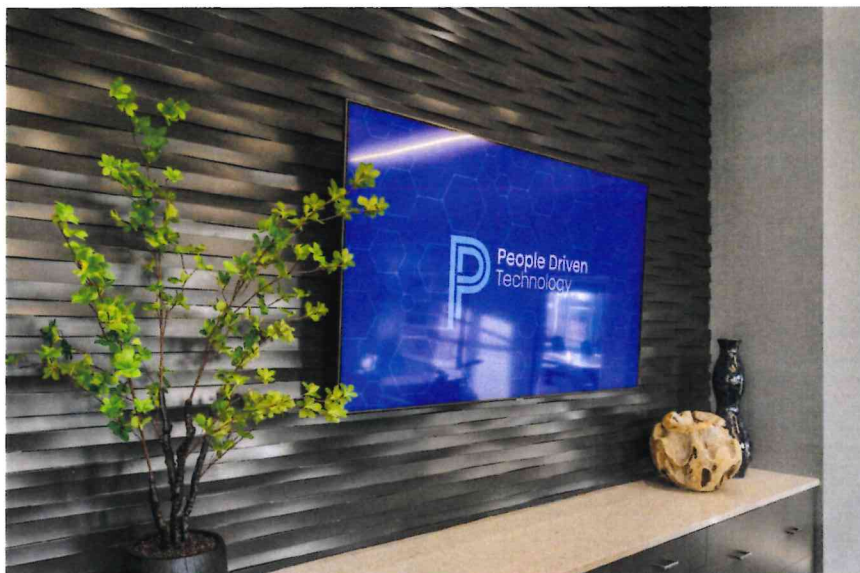


THE RAPID TRANSIT

Administrative Headquarters

CarbonSix Construction has built a strong, ongoing partnership with The Rapid, successfully completing multiple projects that have enhanced both public transportation infrastructure and administrative facilities across Grand Rapids. A recent service was to spearhead the transformative renovation of the first and second floors of The Rapid's downtown Grand Rapids administrative building, updating both the first and second floors into a modern, vibrant workspace. The project involved demolishing outdated offices and restrooms, infilling the second-floor atrium, and fully upgrading mechanical, electrical, and plumbing systems. New installations included modern office walls, doors, restrooms, and a striking live moss wall, blending sustainable design with functionality. This comprehensive overhaul revitalized the facility, enhancing operational efficiency and aesthetic appeal while preserving its role as a vital community asset in Grand Rapids.





PEOPLE DRIVEN TECHNOLOGY

Byron Center, MI

CarbonSix Construction partnered with People Driven Technology to deliver a design-build office in Byron Center, Michigan, creating a modern, cost-effective, and employee-centric workspace. The project prioritized natural light to enhance energy efficiency and foster an open, inviting atmosphere. The office features a mix of private offices, workstations, and collaborative areas designed to support diverse work styles and encourage teamwork. A spacious kitchen and gathering area serves as a central hub, promoting communication and community among employees. By balancing high-end aesthetics with budget-conscious solutions, the design achieves a premium look without compromising affordability. This thoughtfully crafted space enhances collaboration, boosts morale, and supports the company's vision for an innovative workplace, making it both functional and inspiring for all occupants.

CONTACT

Kevin Schafer

schaferk@
peopledriven.com

616-264-6700

CARBONSIX
CONSTRUCTION



KENT DISTRICT LIBRARY

Cascade Township, MI

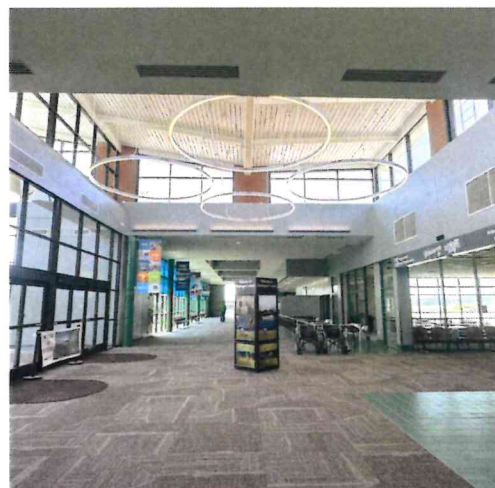
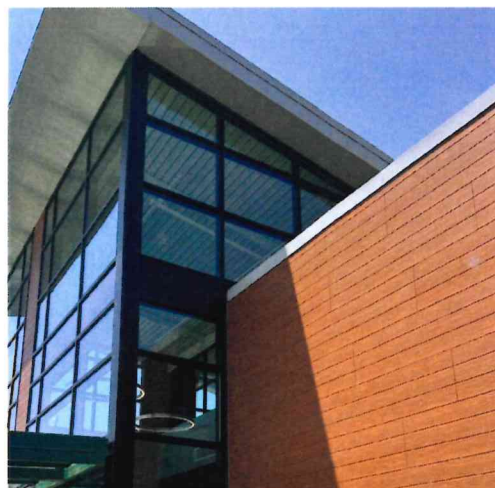
CarbonSix Construction completed a 22,000-square-foot renovation of the Kent District Library's Cascade Branch, transforming it into a modern, accessible, and welcoming community hub. The project focused on enhancing functionality, improving accessibility, and elevating the overall aesthetics of the space. Thoughtful design choices created flexible, patron-friendly areas that foster learning, connection, and growth. A key priority was ensuring the library remained fully operational throughout construction, minimizing disruptions for visitors and staff. Partnering with the Cascade community, CarbonSix delivered a revitalized space that reflects the library's role as a vital center for education and engagement. This meaningful project underscores our commitment to creating environments that inspire and serve, blending practical upgrades with an inviting atmosphere to support the community's needs for years to come.

CONTACT

Lulu Brown

lbrown@kdl.org

616-647-3853



MUSKEGON COUNTY AIRPORT

Exterior Renovation & Interior Upgrades

CarbonSix Construction partnered with Muskegon County Airport to execute an exterior and interior renovation of the terminal facility. The scope included updating energy inefficient skylights with a modern, high performance design, and upgrading interior spaces to meet current airport standards. The client's overriding requirement was that airport operations remain fully functional throughout construction, that passenger flow, security screening, and all airline operations would continue.

Our team developed a phased work plan steering construction activity away from passenger circulation and secure areas. Each phase was sequenced to maintain clear, code compliant pathways for travelers navigating to gates while security checkpoints and airline operations remained live. Temporary barriers, signage, and access controls were coordinated directly with airport operations staff to meet TSA and facility requirements. Other work in active areas was scheduled during off hours to minimize passenger impact.



CITY OF DOUGLAS

Office Interior Transformation

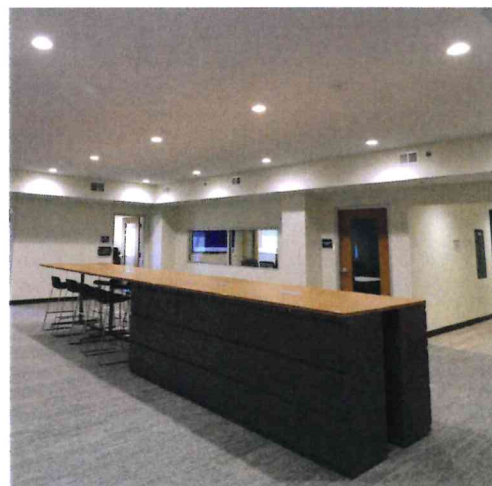
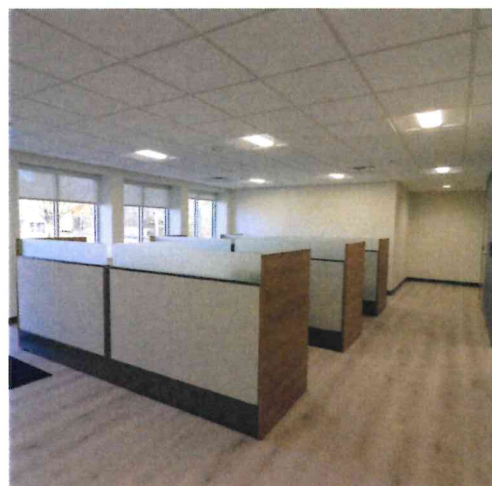
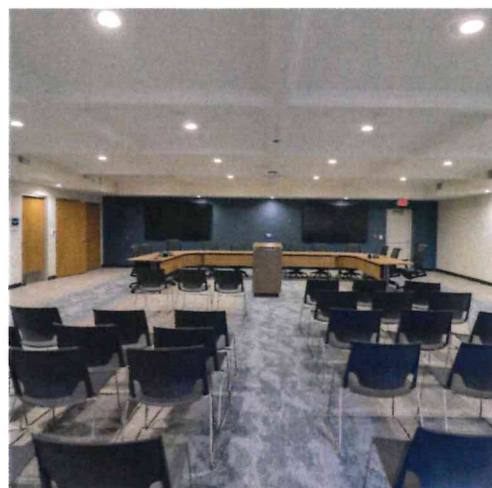
CarbonSix Construction transformed a dated outpatient medical facility into a modern, multifunctional hub for the City of Douglas. Through rigorous design and value engineering, we renovated the structure to house the new town hall, township offices, Department of Public Works (DPW), and police headquarters. The project included tailored office spaces, a spacious township hall, and a new garage addition for the police force. Extensive exterior improvements revitalized the outdated facade, ensuring the facility meets contemporary standards while preserving its community significance. This adaptive reuse project delivers a durable, functional, and aesthetically enhanced civic center for Douglas residents.

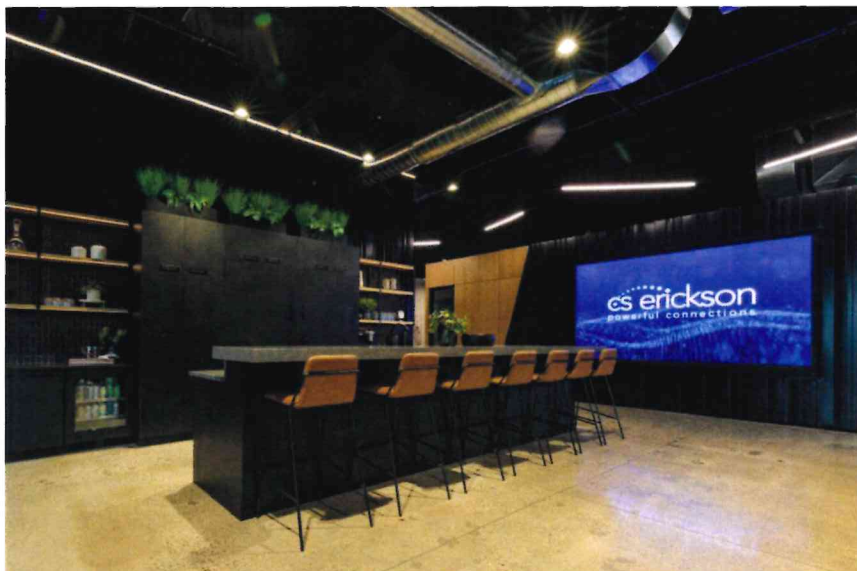
CONTACT

Jenny Pearson

Douglas@
douglasmi.gov

269-857-1438
EXT 102





CS ERICKSON HQ BUILDOUT

Grand Rapids, MI

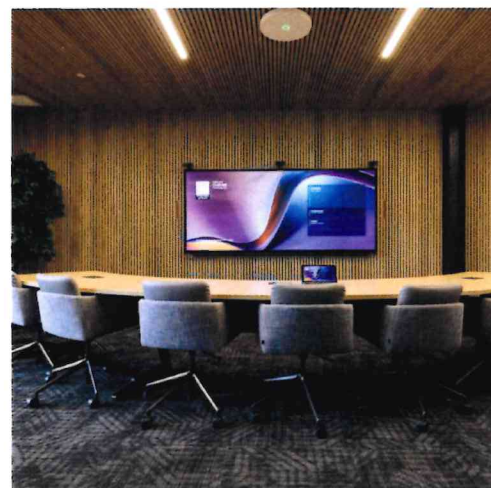
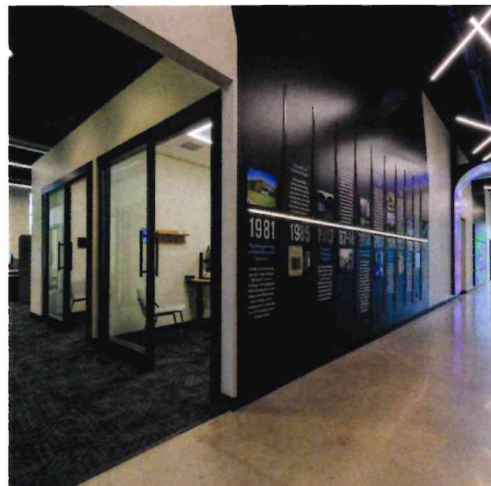
CarbonSix worked with CS Erickson, a West Michigan-based commercial electrical and technology contractor, to build their new headquarters on the southwest side of downtown Grand Rapids. The facility was designed and constructed as a working showroom to highlight the company's craftsmanship, integrated tech systems, and national momentum. It features advanced AV, building automation, and structured cabling, along with collaborative workspaces, fabrication zones, and hands-on training areas. The space supports CS Erickson's registered apprenticeship program, providing real-world learning experiences.

CONTACT

Josh Lester

josh.lester@
cserickson.com

616-649-8841





ROCKFORD CITY HALL

Rockford, MI

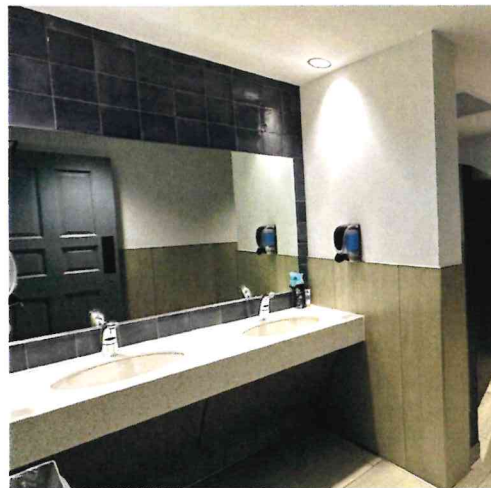
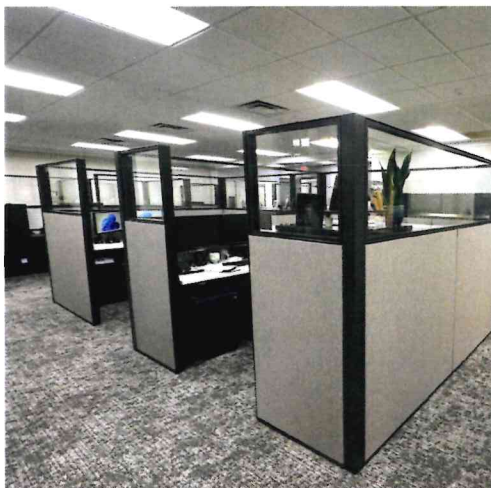
CarbonSix completed the Rockford City Hall Improvement/Remodel project with Progressive Companies. Our teams provided expertise and experience to make significant cosmetic and functional upgrades, remediate structural issues, add additional desk and office space, and uncover and solve some previously unknown building issues.

CONTACT

Dan Apkarian

dapkarian@
rockford.mi.us

616-866-1537



CARBONSIX CONSTRUCTION REFERENCES

People Driven Technology

Kevin Schafer
schaferk@peopledriven.com
616-264-6700

CS Erikson

Josh Lester
josh.lester@cserickson.com
616-649-8841

M.C. VanKampen Trucking, Inc.

Brad VanKampen
(616)437-0774
Bvankampen@mcvankampen.com

Eric VanKampen
(616)291-0994
evankampen@mcvankampen.com



Subcontractor List

Project: Galesburg Fire

DIVISION	DESCRIPTION	TRADE
0300	Concrete	VanLaan
0400	Masonry	Kortman
0510	Structural Steel	Div 5
0600	General Trades	Carbon Builders
0741	Metal Roof Panels	Accuform
0750	Membrane Roofing	Great Lakes Systems
0792	Joint Sealants	Slager
0810	Doors Frames Hardware	Bosker Brick
0830	Overhead/Specialty Doors - Colling	Zylstra
0841	Storefront Systems	Lakeshore
0920	Gypsum Wall Assembly	Phoenix
0960	Flooring	Custer
0960	Flooring - Polishing	Xtreme
0990	Painting & Coatings	Eckhoff
1014	Signage	City Sign
1022	Partitions	J&A Scott
1051	Lockers - Decon	Rayhaven
1073	Canopies	Coye
2100	Fire Suppression	Brigade
2200	Plumbing	Gale
2300	HVAC	RW Lapine
2600	Electrical	Buist
3100	Earthwork	Cripps Fontaine
3211	Asphalt Paving	Lakeland
3290	Landscaping	J&F

6875 Dutton Industrial Dr, Caledonia, MI 49316
2710 Sanford Ave SW, Grandville, MI 49418
100 Island Ave, Parchment, MI 49004
6200 Wing Ave SE Grand Rapids, MI 49512
1701 Broadway Ave NW, Grand Rapids, MI 49504
2286 Port Sheldon Ct, Jenison, MI 49428
16011 Hoffman St. Vandalia, MI 49095
17 Springfield Dr, Battle Creek, MI 49037
7350 Broadmoor Ave SE, Caledonia, MI 49316
210 E Roosevelt Ave, Zeeland, MI 49464
3480 Broadmoor Ave SE, Grand Rapids, MI 49512
3303 Hudson Trails Dr, Hudsonville, MI 49426
320 Hall ST SW Grand Rapid sml 49507
3983 Linden Ave SE, Grand Rapids, MI 49548
2824 3 Mile Rd NW, Grand Rapids, MI 49534
800 E Ellis Rd, Norton Shores, MI 49441
4380 40th St SE C, Grand Rapids, MI 49512
240 32nd St SE, Grand Rapids, MI 49548
5701 Safety Dr NE, Belmont, MI 49306
2945 Hillcroft Ave SW, Grand Rapids, MI 49548
5140 E ML Ave, Kalamazoo, MI 49048
2 84th St SW, Byron Center, MI 49315
7729 Douglas Ave, Kalamazoo, MI 49009
548 Avenue A, Springfield, MI 49037
8650 Byron Center Ave SW Ste 31, Byron Center, MI 49315

CONTRACT DOCUMENTS AND SPECIFICATIONS

FOR

New Fire Station 9-3

Project No. 2025-01576

6/9/2026

Prepared for

CHARTER TOWNSHIP OF COMSTOCK

By

Jones Petrie Rafinski

Brian T. Kane

Architect

State of Michigan No. **1301073112**

FOR BIDS DUE: **July 13, 2026 4:00 pm**

Charter Township of Comstock

New Fire Station 9-3 Project No. 2025-01576

Notice to Bidders	1 Page
General Conditions	XX Pages
Special Provisions	X Pages
Appendix [or Other/Additional Sections]	X Pages
Charter Township of Comstock Contractor's Bid for Public Work Form	X Pages

REQUEST FOR PROPOSALS/ NOTICE TO BIDDERS

Notice is hereby given that Charter Township of Comstock will receive sealed bids at Comstock Township Hall, 5858 King Highway, Kalamazoo, MI 49048 and PO Box 449, Comstock, MI 49041 until 4:00 p.m., Local Time, on July 13, 2026 for the following:

New Fire Station 9-3 Project No. 2025-01576

The Title of the Bid and Project Number (where applicable) as described above must be included in the **subject line of the email** to which you have attached your bid. The name of the company/vendor, address, contact email address and phone number must be included in the body of the email.

Work includes construction of a new 23,011 SF fire station in Galesburg, Michigan, all more particularly described in plans and specifications prepared by Jones Petrie Rafinski, phone 574-232-4388.

The Contract Documents are on file and available for public inspection or purchase commencing on the first advertise date during regular working hours at the following locations:

Construction Association of Michigan, located at 43636 Woodward Ave., Bloomfield Hills, MI 48302, www.BuildwithCAM.com (248) 972-1123.

ARC Document Solutions, LLC, located at 1303 Northside Blvd., South Bend, IN 46615, e-arc.com/location/couth-bend/ (574) 287-2944.

Builders Exchange of Kalamazoo Area Inc, located at 5700 West Michigan Avenue, Kalamazoo, MI 49009, www.builder-exchange.com (269) 349-2507.

There will be a non-refundable charge for reproduction as set by the plan rooms for every set of documents for all bidders.

A Pre-Bid Conference will be held on June 16, 2026 at 11:00am Local Time at Fire Station 9-1 located at 1960 River St in Kalamazoo, Michigan 49048. Any questions about bidding conditions must be addressed to the Architect in writing no later than June 30th 2026 5:00 PM at bkane@jpr1source.com.

A second Pre-Bid Conference will be held on June 25, 2026 at 11:00am Local Time at Fire Station 9-1 located at 1960 River St in Kalamazoo, Michigan 49048. This meeting is not mandatory. Any questions about bidding conditions must be addressed to the Architect in writing no later than June 30th 2026 5:00 PM at bkane@jpr1source.com.

Bids will be publicly opened at Fire Station 9-1 located at 1960 River St in Kalamazoo, Michigan 49048 at 4:30pm on July 13, 2026.

Charter Township of Comstock reserves the right to reject any or all bids or to accept a full or partial award of the bid or bids which, in its judgment, will be to the best interests of Charter Township of Comstock. If the Charter Township of Comstock elects to award the base bid plus any alternate(s), Charter Township of Comstock will look at the totality of the cost when determining the lowest, responsive and responsible bid.

COMSTOCK FIRE & RESCUE
Matthew Beauchamp, Fire Chief

CHARTER TOWNSHIP OF COMSTOCK

STATEMENT OF POLICY

Charter Township of Comstock has adopted the following policy regarding the receipt of sealed bids:

All sealed bids submitted to Charter Township of Comstock must be received at Comstock Township Hall, 5858 King Highway in Kalamazoo, Michigan 49048 or PO Box 449, Comstock, Michigan 49041, no later than the advertised time on the advertised date of the bid opening.

It shall be the responsibility of the bidder to see that his/her bid is received prior to the deadline stipulated in the bid advertisement.

Bids submitted by mail and received after the advertised time deadline will not be considered by Charter Township of Comstock.

COMSTOCK FIRE & RESCUE
Matthew Beauchamp, Fire Chief

NOTE: If you are sending your bid via USPS, Federal Express, or another overnight source, please confirm that your package will arrive before the bid opening date and time.

CHARTER TOWNSHIP OF COMSTOCK

SPECIAL PROVISIONS

New Fire Station 9-3 Project No. 2025-01576

I. PROJECT DESCRIPTION

Work to be performed shall include furnishing all labor, services, materials, insurance and equipment to provide and install **New Fire Station 9-3** according to the intent of the plans and specifications.

II. BIDDING REQUIREMENTS

1. Each Bid provider shall completely execute and submit the following documents with the Bid:
 - a. Charter Township of Comstock Contractor's Bid for Public Work Form
 - b. Bid Bond stating 5% of the total Bid or Certified Check of 5% of the bid.
 - c. Contractor's Non-Collusion and Non-Debarment Affidavit.
 - d. Responsible Bidder Checklist

IV. TERM "OR EQUAL"

1. Where the term "or equal" is used in these specifications, the Bid provider deviating from specified item shall file with his/her Bid a letter fully explaining and justifying his/her proposed article or equal. Charter Township of Comstock shall be the sole judge in determining if the "or equal" offered meets the specification.

V. INDEMNIFICATION

1. Contractor agrees to indemnify, defend and hold harmless Charter Township of Comstock, its agents, officers and employees, from all costs, losses, claims and suits, including court costs, attorney fees, and other expenses, arising from or out of the negligent performance of this Contract by Contractor, or because of arising out of any defect in the goods, materials or equipment supplied by the Bid provider.

VI. INSURANCE

1. All Contractors and subcontractors doing business with Charter Township of Comstock shall present a Certificate of Insurance showing coverage in the following minimum amount:
 - a. General Liability: Premises-Completed Operations or Products, Bodily Injury and Property Damage Combined Single Limit - \$1,000,000, Aggregate \$2,000,000.
 - b. There shall be no exclusion for explosion, collapse or underground hazard.
 - c. Workmen's Compensation: Statutory State of Indiana Employer's Liability - \$100,000.

- d. Auto Liability: Bodily Injury and Property Damage Combined Single limit - \$1,000,000
- e. Charter Township of Comstock shall be named as additional insured on the Certificate of Insurance.
- f. Contractor and subcontractors shall provide any and all insurance policies, documents, endorsements, or certificates related to this Contract immediately upon the request of Charter Township of Comstock.

VII. AWARD OF CONTRACT

- 1. All Bids will remain subject to acceptance for sixty (60) calendar days after the day of the Bid opening, but Charter Township of Comstock may, in its sole discretion, release any Bid and return the Bid security prior to that date.
- 2. Successful bidder from award notice will have **fourteen (14) calendar days** to submit a fully executed contract, Certificated of Insurance, and other require documents from either the awarded contactor and/or the subcontractors. Failure to comply within the award period may be cause for Charter Township of Comstock to rescind the award.
- 3. The award of the Contract is contingent upon the Township's issuance and delivery of its bonds and receipt of bond proceeds to finance the costs of the project.

VIII. BONDING REQUIREMENTS

- 1. The successful Bid provider shall supply the following bonds:
 - a. Payment Bond within seven (7) days of Notification of Award for an amount equal to one hundred percent (100%) of the contract amount.
 - b. Performance Bond within seven (7) days of Notification of Award for an amount equal to **one hundred percent (100%)** of the contract amount.
 - c. Maintenance bond within ten (10) days of acceptance of the project by Charter Township of Comstock for an amount equal to ten percent (10%) of the final contract price, guaranteeing for a period of three (3) years after the date of acceptance of the project by Charter Township of Comstock.

IX. CONTROL OF WORK

- 1. The complete responsibility for this project lies with Charter Township of Comstock acting through its authorized representatives.
- 2. Construction Engineering - The Contractor shall provide all the necessary, qualified personnel, equipment and supplies to perform all work required under this item. There will be no direct payment for this item.
- 3. The contractor is responsible for maintaining the site, which includes, but is not limited to, dust control, site security, erosion control, and protecting adjacent properties.
- 4. Work hours for the Project shall be from 7:00 a.m. through 6:00 p.m., Monday through Friday. No work shall be permitted on weekends, Holidays, or after hours unless approved by Charter Township of Comstock.

X. LEGAL RELATIONS

1. The Owner, where mentioned in these documents, is Charter Township of Comstock. The Engineer, where mentioned in these documents, is Jones Petrie Rafinski.
2. The Contractor shall apply for and obtain any and all required permits for the work from local, state, and federal agencies and shall comply with permit requirements, including Kalamazoo County / Kalamazoo Area Building Authority.
3. If the Contractor awarded this contract is not a resident of Michigan, within thirty days, the Contractor shall provide the Owner with proof that the Contractor is duly licensed, qualified and registered with the Secretary of State of Michigan to engage in business within the State of Michigan.

XI. SUBMITTALS

1. Submit four (4) copies or an electronic version of the submittals for all equipment or materials used in this project to Charter Township of Comstock for approval. All submittals must be delivered within 7 calendar days from the notice to proceed.
2. Charter Township of Comstock will review and return two (2) copies or an electronic version of the submittals within five (5) working days.
3. The review of the submittal information by Charter Township of Comstock is to facilitate the satisfactory acceptance of the equipment. This review shall neither relieve the contractor from the responsibility for deviations from the Specifications, nor from errors and omissions in the shop drawings or literature. Parts found not meeting the requirements of these Specifications shall be removed, repaired or replaced at no cost to the OWNER.
4. Submittals shall include complete manufacturer's descriptive information and shop drawings for all the parts furnished under this contract.
5. Upon completion of project, the Contractor will supply one (1) conformed set of all submittals to Charter Township of Comstock.

XII. PROSECUTION AND PROGRESS

1. The project will have a completion date of January 31, 2028 for all work. The contract time will start when the Notice to Proceed is delivered and signed.
2. Charter Township of Comstock, Engineer, and Contractor will hold a pre-construction meeting following award of the contract. The date of the Notice to Proceed will be agreed at that meeting.
3. Contractor shall provide a schedule to the Owner prior to beginning any work on the site.

XIII. CHANGE OF CONTRACT TIME

1. The Contract Time may only be changed by Change Order. Any Claim for an extension in the Contract Time shall be based on written notice delivered to Charter Township of Comstock within seven (7) calendar days of the occurrence of the event giving rise to the claim. Notice of the extent of the claim with supporting data shall be delivered within fourteen (14) calendar days after such occurrence unless an official of Charter Township of Comstock allows an additional period of time to ascertain more accurate data. The Contract Time will be extended in an amount equal to time lost to delays beyond the control of the Contractor if a claim is made in accordance with this provision. Such delays shall include acts of neglect by Charter Township of Comstock employees, or to fires, flood, labor disputes, epidemics, abnormal weather conditions, governmental procedures, or acts of God.

2. Unless otherwise provided, the Contract time is based upon normal weather conditions. An extension is granted for weather conditions significantly more severe than normal if the Contractor demonstrates to the satisfaction of Charter Township of Comstock that the delay in the progress of the work was due to such weather. The basis to define normal weather will be the data compiled by the United States Department of Commerce, National Oceanic and Atmospheric Administration (NOAA).
3. No extension of time will be granted if the Contractor, by his/her/its own action or inaction, including fault or negligence of Contractor's subcontractors, caused the delay, or for which any remedies are provided under any other provision of this agreement.
4. The grant of an extension of time under this Section in no way constitutes a waiver by Charter Township of Comstock of any rights or remedies existing under this contract at law or in equity.

XIV. DEFAULT AND TERMINATION

1. Events of Default shall include Contractor's failure to perform any of its obligations under this contract including failure to commence work at the time specified, failure to perform the work in accordance with these specifications, unauthorized discontinuation of the work, failure to carry out the work in a manner acceptable to Charter Township of Comstock, failure to observe Federal, State, or local laws or regulations, and failure to comply with any other term of this contract.
2. If an Event of Default occurs, Charter Township of Comstock shall provide Contractor written notice and may permit Contractor ten (10) calendar days after the date of the notice to cure the default. If the default is not cured within the ten (10) day cure period, Charter Township of Comstock may at any time thereafter terminate this contract in which case the termination shall be final and effective.
3. Upon an Event of Default, Charter Township of Comstock may invoke the following remedies in addition to those remedies provided under separate provisions of this contract, the right of set-off against any payments due or to become due to the Contractor against the retainage, the right to take over and complete the Work. If Charter Township of Comstock notifies Contractor that Charter Township of Comstock is invoking its right to complete the Work, all rights that the Contractor has in order under Contractor's subcontracts are assigned to Charter Township of Comstock, subject to Charter Township of Comstock's right to take assignment of all or only selected subcontracts at Charter Township of Comstock's discretion. The sole obligation accepted by Charter Township of Comstock under such subcontracts is to pay for Work satisfactorily performed after the date of the assignment. In the event a conditional assignment has not been executed, the Contractor shall execute or cause to be executed any assignment, agreement, or other document that may be necessary in the sole opinion of legal counsel to Charter Township of Comstock to evidence compliance with this provision. The Contractor shall promptly deliver such documents upon Charter Township of Comstock's request. In the case of such assignment, unless otherwise agreed in writing, The Contractor remains liability to subcontractors for any payment already involved, and for any claim, suit or cause of action based upon or resulting from any error, omission, negligence or other breach of contract by the Contractor, its officers, employees, or agents arising prior to the date of assignment to Charter Township of Comstock.

XV. LIQUIDATED DAMAGES

1. The contractor shall proceed with the work at such rate of progress to insure full completion within the Contract Time. It is expressly understood and agreed, by and between the Contractor and the Owner, that the Contract Time for completion of the work described herein is a reasonable time, taking into consideration the average climatic and economic

conditions and other factors prevailing in the locality of the work, and excludes the time for unavoidable delays which were beyond the control and without the fault of the Contractor.

2. If the Contractor shall fail to complete the work within the Contract Time, or extension of time granted by the Owner, then the Contractor will pay to the Owner the amount for liquidated damages a sum of five hundred dollars (\$500.00) for each calendar day that the Contractor shall remain in default after the time of completion stipulated in the Contract Documents.
3. The Contractor shall not be charged with liquidated damages or any excess cost when the delay in completion of the work is due to the following and the Contractor has promptly given written notice of such delay to the Owner and Engineer/Architect.
 - a. To any preference, priority, or allocation order duly issued by the Owner.
 - b. To unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including but not restricted to acts of God, acts of public enemy, acts of the Owner, acts of another Contractor in the performance of a Contract with the Owner, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and abnormal and unforeseeable weather.

XVI. RETAINAGE AND FINAL PAYMENT

1. Payments will be made every thirty (30) calendar days. Contractor is required to submit the completed "AIA Document G702™ - 1992" form to Charter Township of Comstock along with electronic certified payrolls for the billed time period.
2. Charter Township of Comstock shall withhold five percent (5%) of the dollar value of all work satisfactorily completed until the public work is substantially completed and the Project Completion Affidavit is approved by Charter Township of Comstock.
3. Before final payment and retainage are released the Contractor must satisfy the following:
 - a. Provide proof that all subcontractors have been paid promptly.
 - b. All parts and labor meet requirements stated in the specifications.
 - c. Provide copies of test reports or cut sheets on all materials supplied.
 - d. Provide As-Built drawings..
 - e. One (1) copy of a Final Waiver of Lien.

XVII. WARRANTY

1. All parts shall include the following:
 - (i) Performance specifications;
 - (ii) Bill of materials
 - (iii) Warranties on all parts; and
 - (iv) Installation and safety requirements.

XVIII. OTHER UTILITIES

1. The Contractor shall verify the locations of all utilities before proceeding with construction.
2. The Contractor shall be responsible for working with the other utilities, i.e., gas electric, telephone, etc. in order to assure that all utilities that need to be replaced or relocated can be done with a minimum disturbance to service. The Contractor shall also be responsible for coordinating schedules with the various utilities such that they can proceed with their relocation work as efficiently as possible.

XIX. DESCRIPTION OF WORK

A. Prevailing Specifications: None

B. Additions:

1. Work to be performed shall include furnishing all labor, services, materials, insurance and equipment to **construct New Fire Station 9-3**.
2. The **Base Bid** covers the work according to the intent of the Plans and Specifications.
3. The Contractor shall preserve and protect all surrounding property, structures, tenants, visitors and their property from damage caused by the Contractor's operations.

XX. MUNICIPAL OPERATIONS

1. The Contractor shall be responsible for trash, yard waste, and recycling collection within the project limits. The Contractor shall be required to collect bins, place them in a common point for easy access by automated truck services, and redistribution after pickup as requested.
2. The Contractor shall be responsible for snow removal within the project limits. The Contractor is responsible for protecting his/her/its project site from excessive wear and tear during snow removal.

XXI. PLANS

1. The plans consist of **143** Sheets.
2. The work shall conform to the plans.
3. The CONTRACTOR is responsible for estimating dimensions and quantities of materials.
4. In the event that the Special Provisions and the Plans conflict, the Special Provisions shall govern.



CHARTER TOWNSHIP OF COMSTOCK **CONTRACTOR'S BID FOR PUBLIC WORK** **CHECKLIST FOR BIDDERS**

Project Name (New Fire Station 9-3)

Project No. (2025-01576)

For Bids Due (July 9, 2026)

From time to time Charter Township of Comstock finds it necessary to reject a bid because it does not comply with statutory requirements. In preparing your bid, please use the following checklist in order to make sure that your bid is done in the proper manner.

_____ Proper bid security included. The bidder has the option of providing either a Certified Check or Bid Bond.

_____ Bid prepared on Comstock Fire & Rescue's Contractor's Bid for Public Work Form, completely executed.

_____ Acknowledge Receipt of _____ Addendum(s) included with the bid.

_____ All required additional information is included with the bid.

_____ Proposal statements and other affidavits all signed by the proper party with name either printed or typed underneath signature.

_____ This checklist submitted with the Bid.

This checklist is provided for bidder's use in assuring compliance with required documentation; however, it does not include all specifications requirements and does not relieve the bidder of the need to read and comply with the specifications.

Bidder: _____ Date: _____

By Authorized Representative:

Signature: _____

Print Name & Title: _____

CHARTER TOWNSHIP OF COMSTOCK **CONTRACTOR'S BID FOR PUBLIC WORK**

Project Name (New Fire Station 9-3)

Project No. (2025-01576)

For Bids Due (July 13, 2026)

PART I

(Must be completed for all bids. Please type or print)

Date: _____ Bidder (Firm): _____

Address: _____

City/State/Zip: _____ Telephone Number: ()

Email Address: _____

Agent of Bidder (if Applicable): _____

Pursuant to notices given, the undersigned offers to furnish labor and/or material necessary to complete the public works project of Charter Township of Comstock, in accordance with plans and specifications prepared by Jones, Petrie, Rafinski, and dated 06/09/2026:

BASE BID FROM BID SCHEDULE (Include specified Allowances):

_____ Dollars \$ _____
(use words) (in figures)

Alternate 1: (Add/Subtract) _____ Dollars \$ _____
(use words) (in figures)

Alternate 2: (Add/Subtract) _____ Dollars \$ _____
(use words) (in figures)

Alternate 3: (Add/Subtract) _____ Dollars \$ _____
(use words) (in figures)

Alternate 4: (Add/Subtract) _____ Dollars \$ _____
(use words) (in figures)

The undersigned further agrees to furnish a bond or certified check with this bid for an amount specified in the notice of the letting. If alternative bids apply, the undersigned submits a proposal for each in accordance with the notice. Any addendums attached will be specifically referenced at the applicable page.

If additional units of material included in the contract are needed, the cost of units must be the same as that shown in the original contract if accepted by Charter Township of Comstock. If the bid is to be awarded on a unit basis, the itemization of the units shall be shown on a separate attachment.

By _____
(Signature)

(Printed Name of Person Signing)

ACCEPTANCE

The above bid is accepted this _____ day of _____ 20 _____

Subject to the following conditions: _____

CHARTER TOWNSHIP OF COMSTOCK

COMSTOCK FIRE & RESCUE

Fire Chief

PART II

These statements to be submitted under oath by each bidder with and as part of his/her/its bid.

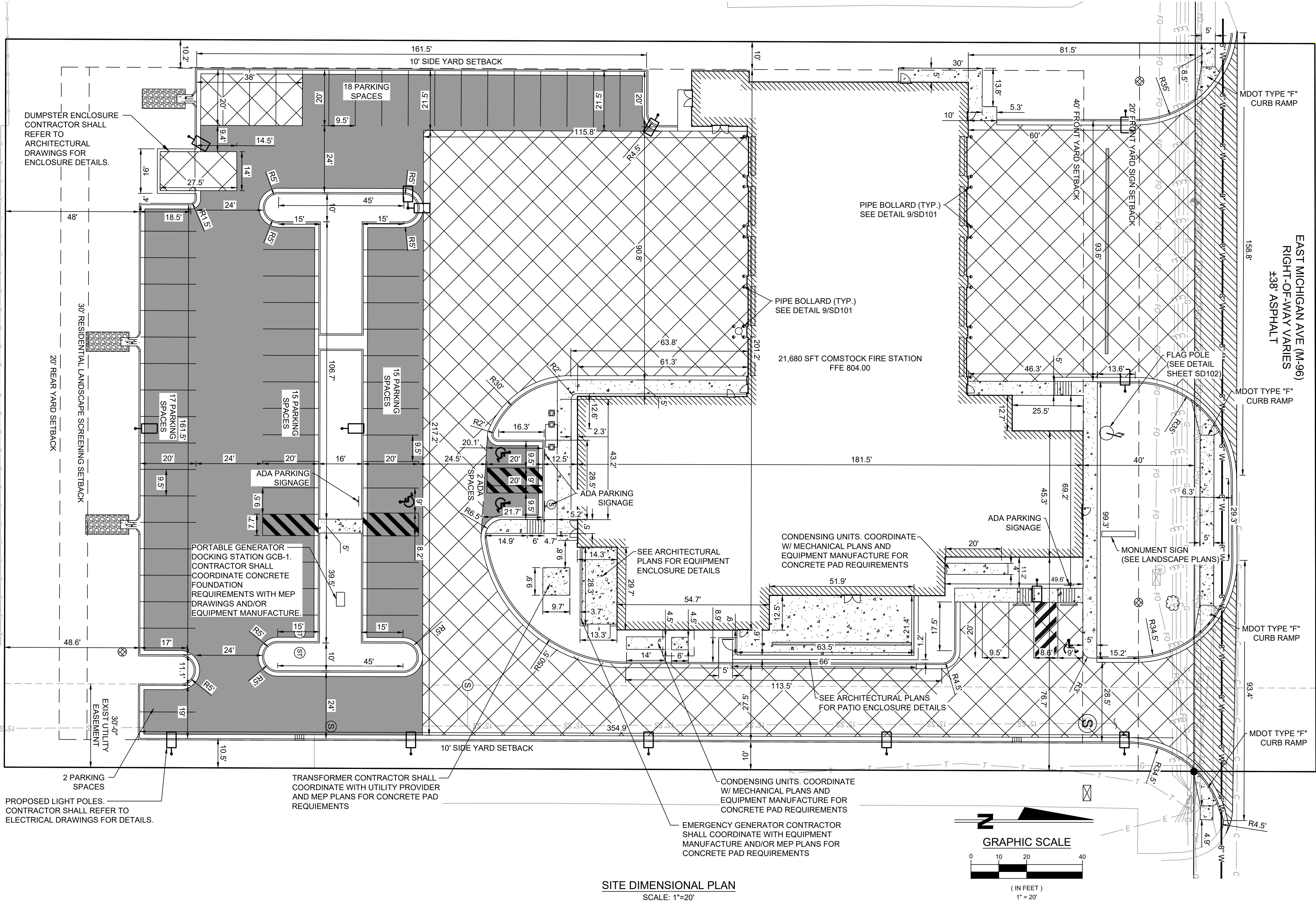
Attach additional pages for each section as needed.

SECTION I EXPERIENCE QUESTIONNAIRE

1. Attach information regarding projects your organization has completed for the period of one (1) year prior to the date of the current bid.
2. Attach a listing of public works projects completed by your organization within the last five (5) years.
3. Attach information regarding any failure to complete any work awarded to you and the location thereof.
4. Attach references from private firms for which you have performed work.

SECTION II PLAN AND EQUIPMENT QUESTIONNAIRE

1. Attach an explanation of your plan or layout for performing proposed work. (Examples could include a narrative of when you could begin work, complete the project, number of workers, etc. and any other information which you believe would enable Charter Township of Comstock to consider your bid.)
2. Attach a listing of the names and addresses of all subcontractors (i.e. persons or firms outside your own firm who have performed part of the work) that you have used on public works projects during the past five (5) years who will also be a part of the new Station 9-3 project, along with a brief description of the work done by each subcontractor.
3. If you intend to sublet any portion of the work, attach the name and address of each subcontractor, equipment to be used by the subcontractor, and whether you will require a bond. However, if you are unable to currently provide a listing, please understand a listing must be provided prior to contract approval. Until the completion of the proposed project, you are under a continuing obligation to immediately notify Charter Township of Comstock in the event that you subsequently determine that you will use a subcontractor on the proposed project.
4. Attach a listing of equipment you have available to use for the proposed project.
5. Have you entered into contracts or received offers for all materials which substantiate the prices used in preparing your proposal? If not, attach an explanation for the rationale used which would corroborate the prices listed.



TABULATED SITE DATA

1.	ACREAGE OF SITE	122,940 SFT (2.82 AC)
2.	PROPOSED LAND USE:	
3.	PROPOSED PARKING REQUIRED BY CHARTER TOWNSHIP OF COMSTOCK ORDINANCE:	
A.	1 SPACE PER 300 SFT OF UFA PLUS (MUNICIPAL BUILDING OR FACILITY)	
1.	PER EMPLOYEE ON LARGEST DAILY WORK SHIFT (GENERAL REQ.)	
5.	SPACES PER OCCUPANT (TRAINING CENTER MAX CAP.)	
B.	NUMBER OF SPACES REQUIRED:	
1.	PUBLIC SPACES - 3,000 SFT = 3,264 / 300 = 10 SPACES	
2.	FIRE ADMIN/STAFF - 6,000 SFT = 6,176 / 300 = 20 SPACES	
3.	LARGEST SHIFT - 16 EMPLOYEES = 16 SPACES	
4.	TRAINING CENTER - 50 OCCUPANTS = .5 X 50 = 25 SPACES	
C.	NUMBER OF SPACES REQUIRED — 10 + 20 + 16 + 25 = 71 SPACES	
D.	NUMBER OF SPACES PROVIDED — 71 SPACES	
E.	NUMBER OF A.D.A SPACES — 4	
F.	EXTRA SPACES PROVIDED = 72 - 71 = 1 EXTRA SPACES	
4.	EXISTING LAND COVERAGE:	
A.	BUILDINGS	0 0.00%
B.	PAVEMENT/CONCRETE	8,321 6.77%
C.	OPEN SPACE	114,619 93.23%
	TOTAL	122,940 100.00%
5.	PROPOSED LAND COVERAGE:	
A.	BUILDINGS	23,011 18.72%
B.	PAVEMENT/CONCRETE	67,771 55.12%
C.	OPEN SPACE	32,158 26.16%
	TOTAL	122,940 100.00%

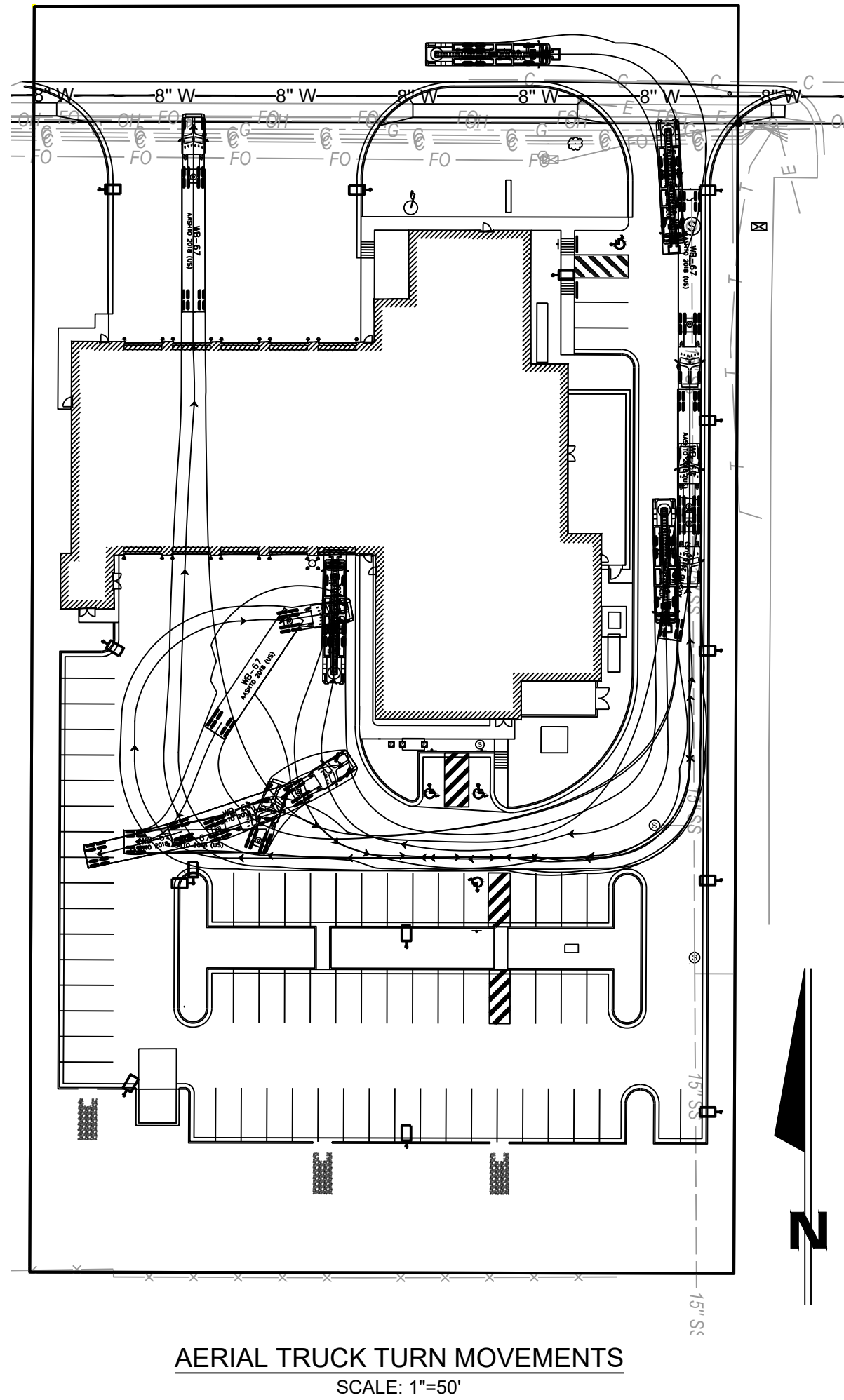
PROPOSED CONSTRUCTION LEGEND

6 SD101		PROPOSED 4" CONCRETE SIDEWALK. SEE G102 FOR DETAILS
7 SD101		PROPOSED STANDARD DUTY HMA PAVEMENT DRIVES AND PARKING LOT. SEE G102 FOR DETAILS
		PROPOSED 8" HEAVY DUTY CONCRETE PAVEMENT DRIVE. SEE G102 FOR DETAILS
		PROPOSED HMA PAVEMENT WITHIN MDOT'S RIGHT-OF-WAY. SEE G102 FOR DETAILS

ZONING & SETBACKS
SETBACKS FROM CHARTER TOWNSHIP OF COMSTOCK ORDINANCES
ZONING
EXISTING ZONING - B3 GENERAL BUSINESS
SETBACKS
FRONT YARD SETBACK - 40' (FROM ROW)
SIDE YARD SETBACK - 10"
REAR YARD SETBACK - 20'
MAX BUILDING HEIGHT - 50'

E-One Cyclone II	feet		
Width	: 8.33	Lock to Lock Time	: 6.0
Track	: 8.33	Steering Angle	: 28.4
Lock to Lock Time	: 6.0	Tractor Track	: 8.00
Steering Angle	: 31.0	Trailer Track	: 8.50

WB-67	feet		
Tractor Width	: 8.00	Lock to Lock Time	: 6.0
Trailer Width	: 8.50	Steering Angle	: 28.4
Tractor Track	: 8.00	Articulating Angle	: 75.0
Trailer Track	: 8.50		



COMSTOCK TOWNSHIP FIRE STATION 9-3

COMSTOCK FIRE & RESCUE

SITE DIMENSIONAL PLAN

JONES
PETRIE
RAFINSKI

Paul B. Richey
License No. 6201316311
PAID PROFESSIONAL ENGINEER

COMSTOCK, MI 49041

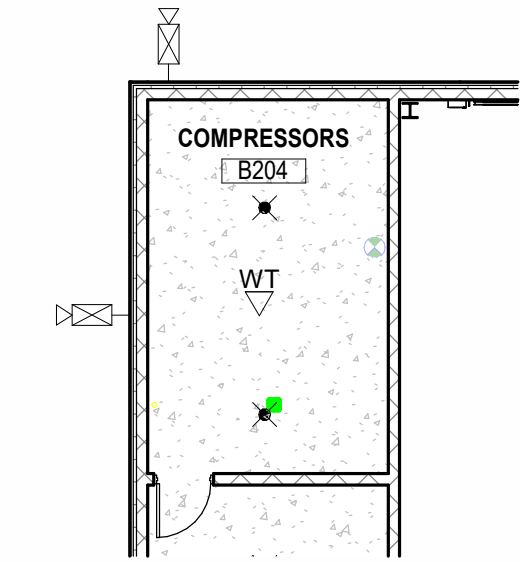
COMSTOCK FIRE & RESCUE

SITE DIMENSIONAL PLAN

DESIGNED BY: PBR
REVIEWED BY: MMS
DRAWN BY: PBR
REVIEWED BY: MMS
DATE: JUNE 2026
JOB NUMBER: 2025-01576
SCALE: AS SHOWN

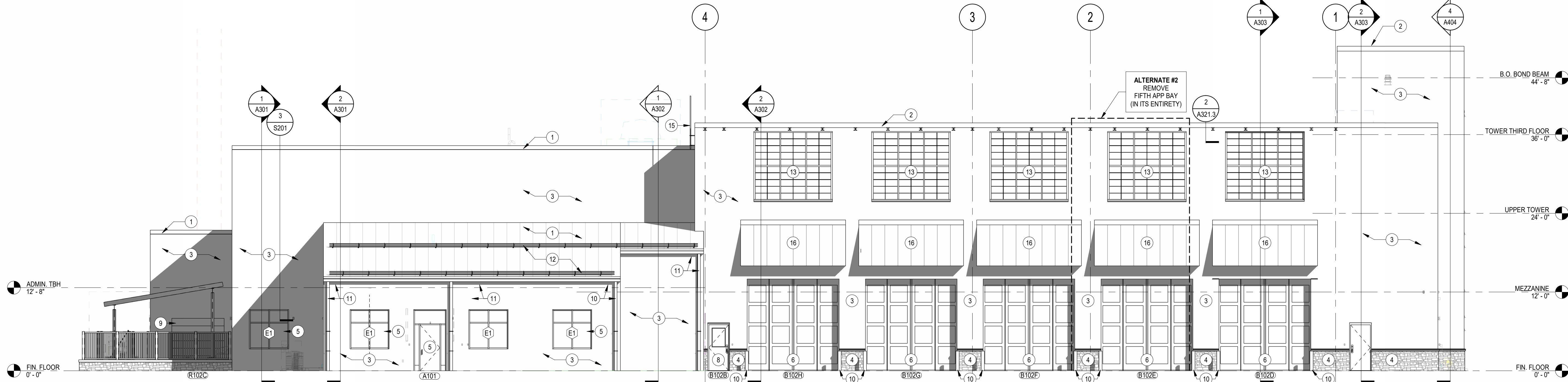
C201

FURNITURE/ EQUIP. SCHEDULE						
NO.	NAME	MANUFACTURER	MODEL NO.	FURNISHED BY	INSTALLED BY	RM. LOCATION
1	COPIER(S)			OWNER	OWNER	A104/R134
2	UNDER COUNTER ICE-MAKER	KITCHENAID	KUID518SPS	CONTRACTOR	CONTRACTOR	R109
3	ICE-MAKER	MANITOWOC	IDT0450A	CONTRACTOR	CONTRACTOR	B101
3.1	ICE-MAKER STOR.	MANITOWOC	D570	CONTRACTOR	CONTRACTOR	B101
4	RANGE	THERMADOR	PRD486WDHU	OWNER	CONTRACTOR	R109
5	HOOD	THERMADOR	PH48GWS	CONTRACTOR	CONTRACTOR	R109
6	DISHWASHER	THERMADOR	DWH061EFP	OWNER	CONTRACTOR	R109
7	GARBAGE DISPOSAL			CONTRACTOR	CONTRACTOR	R109
8	MICROWAVE 1	THERMADOR	MD30BS	OWNER	CONTRACTOR	R109
9	REFRIGERATOR 1	THERMADOR	T36B120SS	OWNER	CONTRACTOR	R109
10	TELEVISION(S)			OWNER	CONTRACTOR	R104, T107
11	RES. WASHING MACHINE	SPEED QUEEN/ MAYTAG/ WHIRLPOOL	#TR7006WNI/ #MVWP586GW or #MTW620SRW/ #VTW8127LW	CONTRACTOR	CONTRACTOR	R133
12	RES. DRYER	SPEED QUEEN/ MAYTAG/ WHIRLPOOL	DF7004WE or QUANTUM GOLD/ MEDP586KW/ WED8127LW	CONTRACTOR	CONTRACTOR	R133
13	MICROWAVE 2	WHIRLPOOL	WMM53230SS	OWNER	CONTRACTOR	A114, T111
14	REFRIGERATOR 2	WHIRLPOOL	WRB322DMHV	OWNER	CONTRACTOR	A114, T111
15	TOASTER OVEN	KITCHENAID	KCO124BM	OWNER	CONTRACTOR	A114
16	TURNOUT GEAR LOCKERS	GEARGRID		CONTRACTOR	CONTRACTOR	B103
17	DECON. LOCKERS	SALSBURY INDUSTRIES	72362	CONTRACTOR	CONTRACTOR	B108
18	TOG DRYING CABINET	WILLIAMS DIRECT DRYERS	PS4/ R8	OWNER	CONTRACTOR	B109
19	TOG WASHER-EXTRACTOR	CONTINENTAL GIABAU	EH040110211100 01	OWNER	CONTRACTOR	B109
20	TOG DIRTY RACK	GEARGRID		OWNER	CONTRACTOR	B110
21	SCBA AIR COMPRESSOR	BAUER	UNICUST III (ALL-IN-ONE)	OWNER	CONTRACTOR	B117
22	SCBA AIR COMPRESSOR	BAUER	VTC-7K/15 or 20			B204
23	SCBA WASHER	RESCUE INTELLITECH		OWNER	CONTRACTOR	B110
24	RES. DIRTY WASHING MACHINE	SPEED QUEEN/ MAYTAG/ WHIRLPOOL	#TR7006WNI/ #MVWP586GW or #MTW620SRW/ #VTW8127LW	CONTRACTOR	CONTRACTOR	B109
25	RES. DIRTY DRYER	SPEED QUEEN/ MAYTAG/ WHIRLPOOL	DF7004WE or QUANTUM GOLD/ MEDP586KW/ WED8127LW	CONTRACTOR	CONTRACTOR	B109
26	3-PERSON SAUNA	FINLANDIA	FPC 46	(FUTURE)	(FUTURE)	B109
27	FLOOR SCRUBBER	KODIAK	K16 28" TACTION DISC	OWNER	OWNER	B115
28	DRY HOSE RACK			OWNER	OWNER	B116
29	HOSE DRYING RACK			OWNER	OWNER	B116
30	CART	N/A	N/A	OWNER	OWNER	B118
31	DRONE DOCKING STATION	NOAR TECHNOLOGIES	MATRICE 30 SERIES	OWNER	OWNER	B401
33	COFFEE MAKER	BUNN	CWTF15	OWNER	OWNER	A114, R109, T111
34	GRILL(S)			OWNER	OWNER	PATIO
35	NOT USED					
36	CHAIN HOIST			CONTRACTOR	CONTRACTOR	B112
37	TREADMILL	SOLE	TT8	OWNER	CONTRACTOR	R102
38	STAIR CLIMBER			OWNER	CONTRACTOR	R102
39	ROWING MACHINE			OWNER	CONTRACTOR	R102
40	STAIR MACHINE	JACOBS LADDER		OWNER	CONTRACTOR	R102
41	LARGE WALL FAN	GLOBAL	FB2-75X		CONTRACTOR	
42	MOBILE HOSE WASHER	CIRCUL-AIR CORP	ROTO-DECON XXXV	OWNER	CONTRACTOR	B102
43	MOUNTED POWER WASHER	CANPUMP	SKU 312024	CONTRACTOR	CONTRACTOR	B102
44	INDUCTION COOKTOP			CONTRACTOR	CONTRACTOR	A114



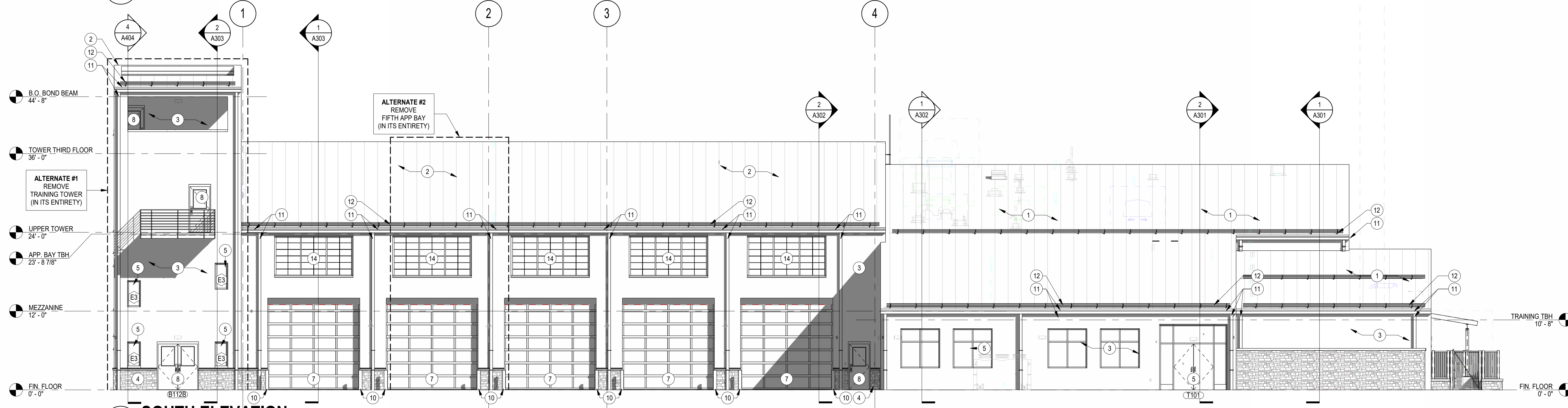
MEZZ. FLOOR
FURNITURE/ EQUIP. PLAN
3/32" = 1'-0"





1 NORTH ELEVATION

A200 1/8" = 1'-0"



2 SOUTH ELEVATION

A200 1/8" = 1'-0"

EXTERIOR ELEVATION KEYNOTES

- 22 GA STANDING SEAM METAL ROOFING OVER AIR & MOISTURE BARRIER OVER HIGH-TEMPERATURE ICE & WATER SHIELD (ENTIRE ROOF) OVER 5/8" COVER BOARD OVER POLY-ISO RIGID INSULATION (R-30, APPROX. 4.5"), OVER 5/8" TREATED PLYWOOD OVER PRE-ENGINEERED WOOD TRUSSES. BASIS OF DESIGN: PAC-150 160 DEGREE SEAM METAL ROOFING PANELS, SMOOTH, w/ 20" SEAM SPACING BY PAC-CLAD. WWW.PAC-CLAD.COM.
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- ARCHITECTURAL FIBER CEMENT WALL PANELS RAINSCREEN SYSTEM OVER 18GA VERTICAL FURRING, 2" RIGID INSULATION, FLUID-APPLIED WEATHER BARRIER, & CMU BACKUP. AWP 3030 PANELS TO CONSIST OF 50% LATURA V-GROOVE, 30% ILLUMINATION, & 20% VINTAGE WOOD. BASIS OF DESIGN: AWP-3030 BY NICHHA. WWW.NICHHA.COM
- ADHERED NATURAL STONE VENEER
- ALUMINUM STOREFRONT WINDOW SYSTEM. BASIS OF DESIGN: TRIFAB 451UT FRAMING SYSTEM BY KAWNEER. WWW.KAWNEER.COM.
- 14' X 12' FULLY GLAZED INSULATED BI-FOLD DOORS WITH HSS 6 X 2 X 1/4 CONCRETE FILLED TUBE GALVANIZED BOLLARDS, (1) ON EACH SIDE OF OPENING, BOTH INTERIOR & EXTERIOR. BASIS OF DESIGN: MODEL FF30-CLASSIC (LAYOUT A) BY DOOR ENGINEERING. WWW.DOORENGINEERING.COM.
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- INSULATED STEEL DOOR, PAINTED
- 8' X 8' FULLY GLAZED INSULATED ALUMINUM SECTIONAL DOOR w/ TEMPERED LOW-E GLASS PANELS. BASIS OF DESIGN: MODEL 521 BY OVERHEAD DOOR. WWW.OVERHEADDOOR.COM.
- 6" DIAMETER STEEL BOLLARD FILLED w/ CONCRETE w/ SMOOTH HIGH-DENSITY POLYETHYLENE BOLLARD SLEEVE, TYP., COLOR: T.B.D.

- PRE-FINISHED ALUMINUM GUTTER (7" WIDE X 5.5" HIGH, MIN) DOWNSPOUTS (11.93 IN. MIN.). SEE ROOF PLAN GUTTER LOCATIONS (DOWNSPOUTS TO BE TIED-INTO UNDERGROUND STORM MANAGEMENT).
- SNOW RETENTION BARS
- POLYCARBONATE WINDOW SYSTEM (12'-0"W X 10'-6"H OVERALL w/ 12"x24" GRID)
- POLYCARBONATE WINDOW SYSTEM (12'-0"W X 6'-2"H OVERALL w/ 12"x24" GRID)
- RADIO ANTENNA ON MAST WALL MOUNT BRACKET
- STANDING SEAM METAL AWNING

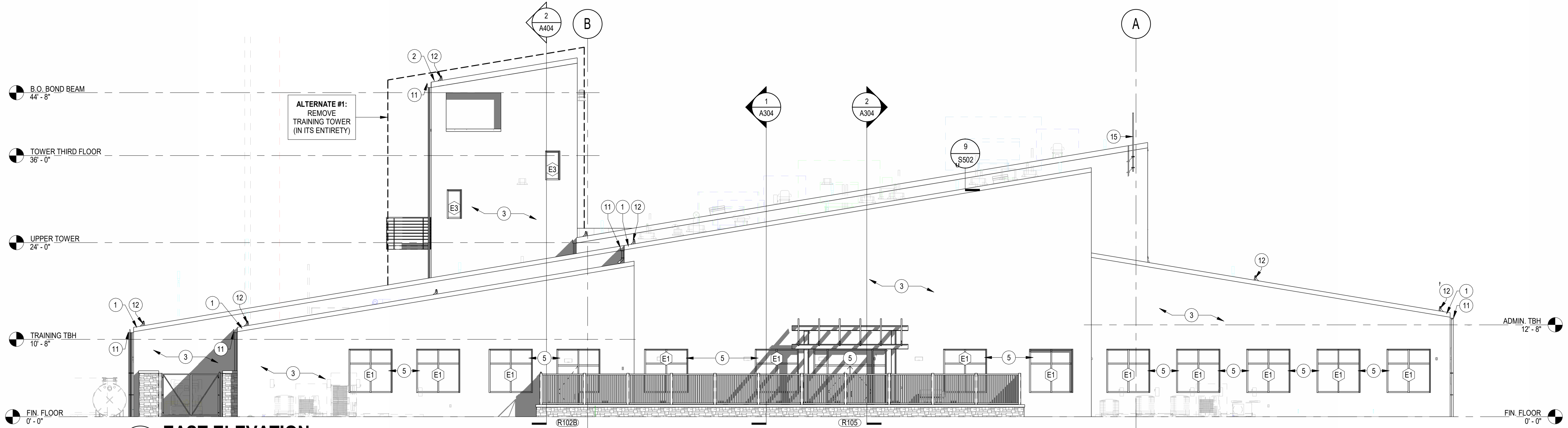
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4	ADDENDUM #4	7/07/26
2	ADDENDUM #2	6/29/26

**JONES
PETRIE
RAFINSKI**
Fort Wayne, IN
South Bend, IN
P. 260-422-1522
P. 574-232-4986

NEW FIRE STATION 9-3
GALESBURG, MI 49053

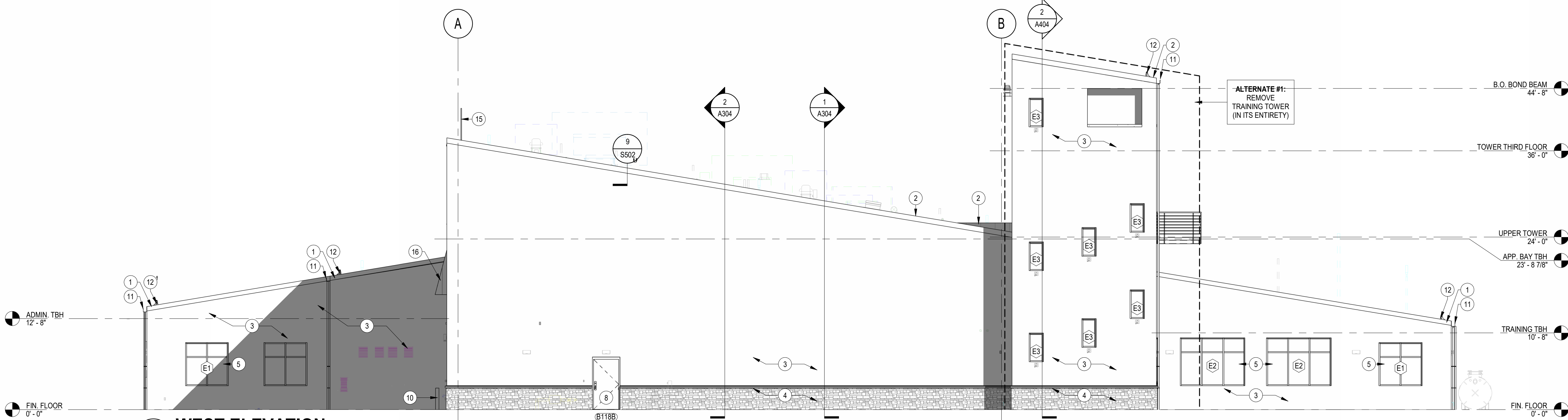
CHARTER TOWNSHIP OF COMSTOCK
8700 E. MICHIGAN ST. / PO BOX 8
GALESBURG, MI 49053

DESIGNED BY:
REVIEWED BY:
DRAWN BY: AND
REVIEWED BY: BTK
DATE: 6/10/2026
JOB NUMBER: 2025-01576
SCALE: As indicated
A200



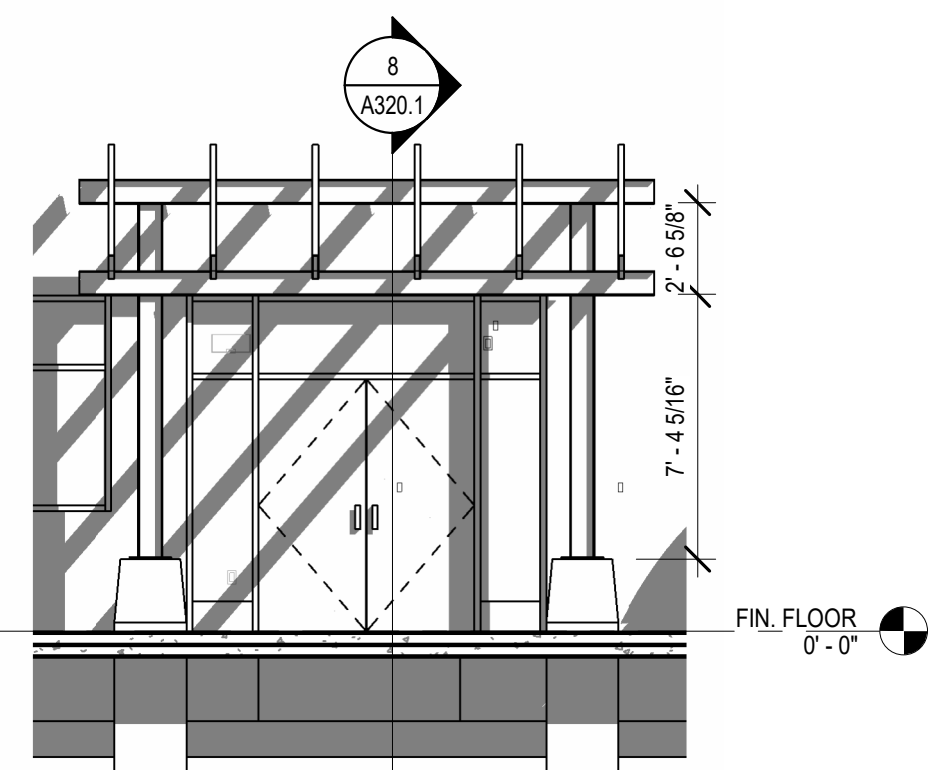
EAST ELEVATION

1/8" = 1'-0"



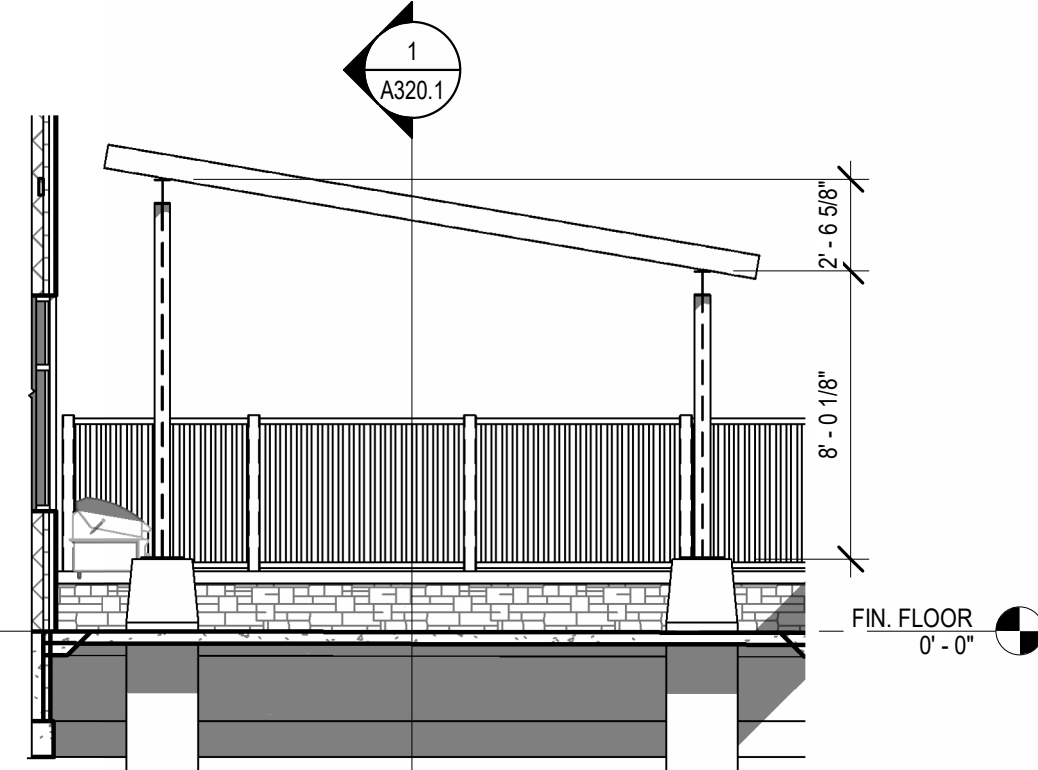
WEST ELEVATION

1/8" = 1'-0"



SOUTH CANOPY ELEVATION

3/16" = 1'-0"



EAST CANOPY ELEVATION

3/16" = 1'-0"

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JONES
PETRIE
RAFINSKI

South Bend, IN
Fort Wayne, IN
P. 260-422-1512

NEW FIRE STATION 9-3

GALESBURG, MI 49053
CHARTER TOWNSHIP OF COMSTOCK

EXTERIOR ELEVATIONS

DESIGNED BY:
REVIEWED BY:

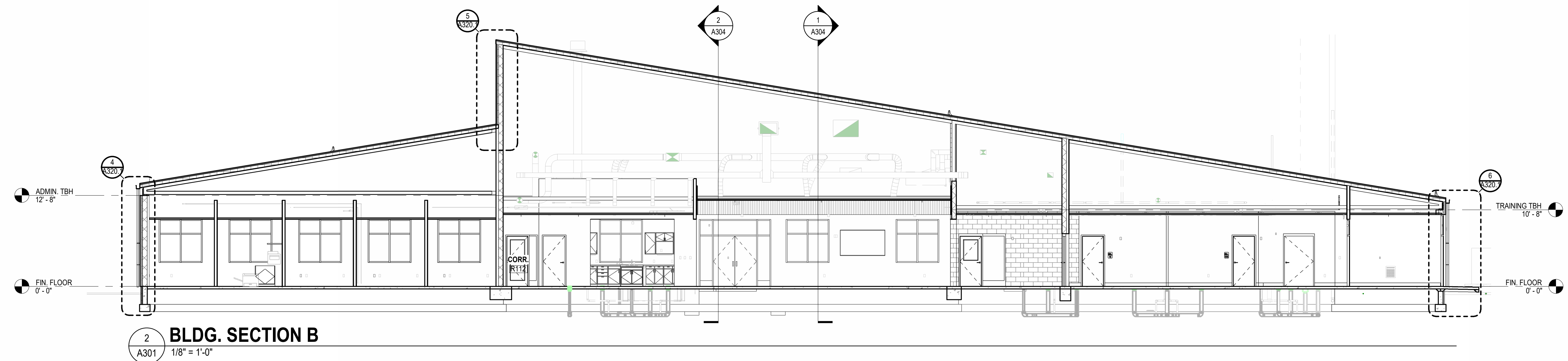
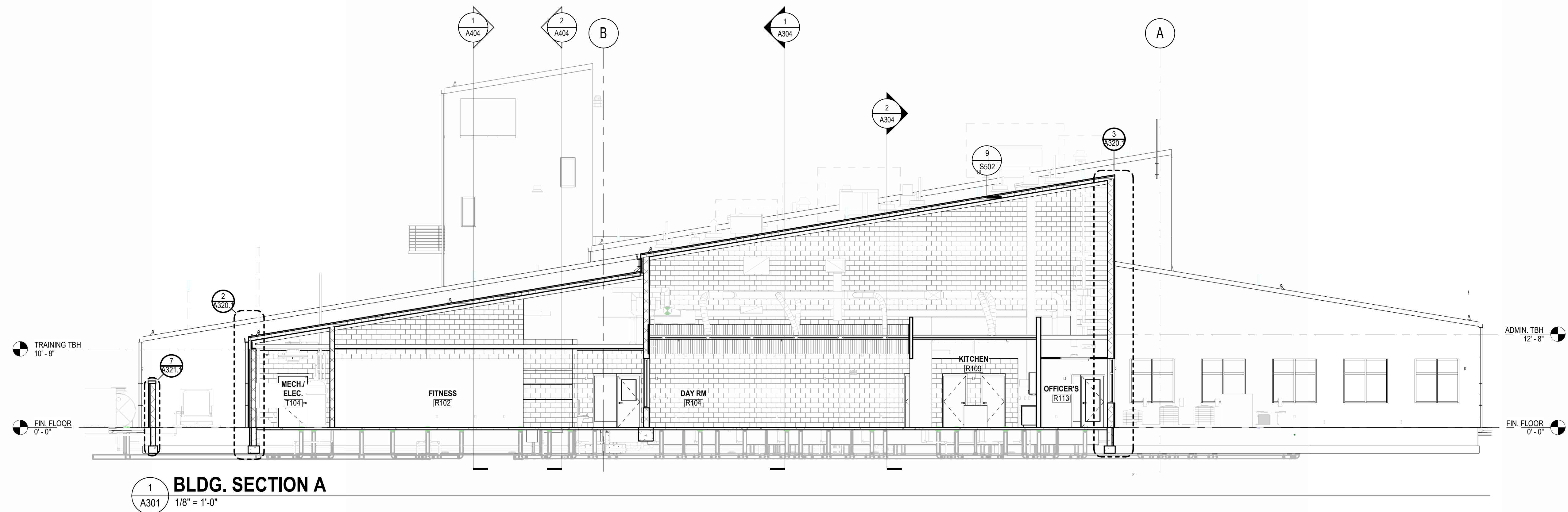
DRAWN BY: AND
REVIEWED BY: BTK

DATE: 6/10/2026

JOB NUMBER: 2025-01576

SCALE:
As indicated

A201



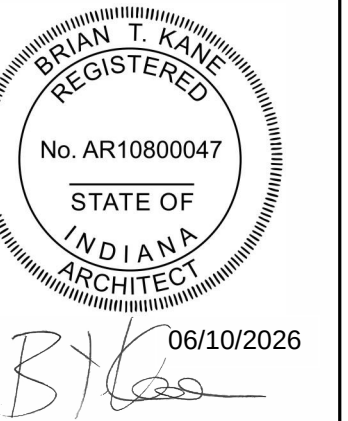
REV	DESCRIPTION	BY	DATE
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PETRIE
RAFINSKI

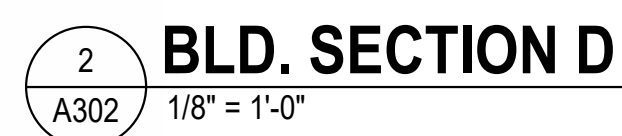
South Bend, IN
p: 574.232.4388

Fort Wayne, IN
p: 260.472.2522

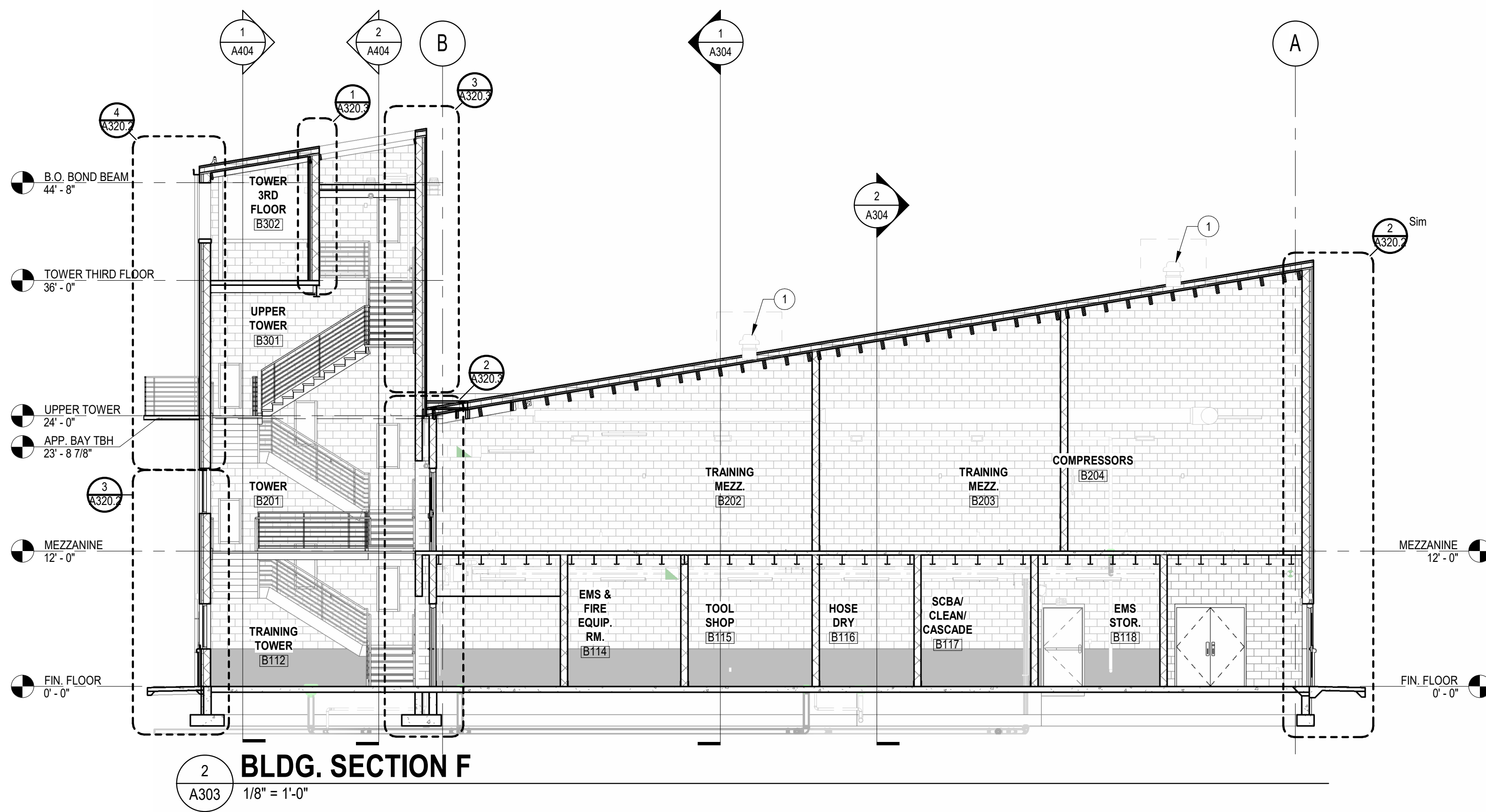
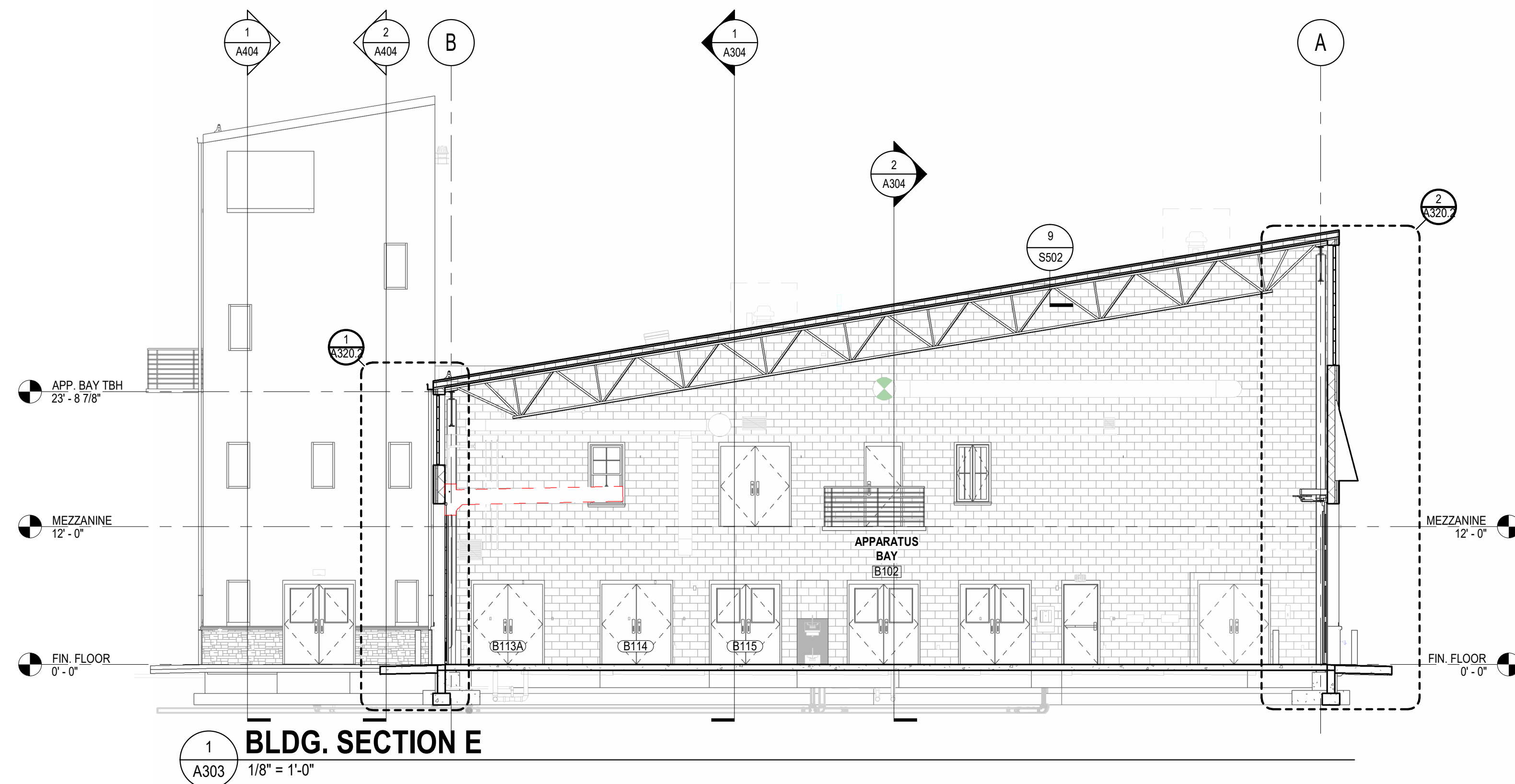


NEW FIRE STATION 9-3	10980 E MICHIGAN AVE. GALESBURG, MI 49053
CHARTER TOWNSHIP OF COMSTOCK	GALESBURG, MI 49053
8700 E. MICHIGAN ST. / PO BOX 8	GALESBURG, MI 49053
BUILDING SECTIONS	

SIGNED BY:	
VIEWED BY:	
AWN BY:	AND
VIEWED BY:	BTK
TE:	6/10/2026
3 NUMBER:	2025-01576
SCALE:	1/8" = 1'-0"
A301	



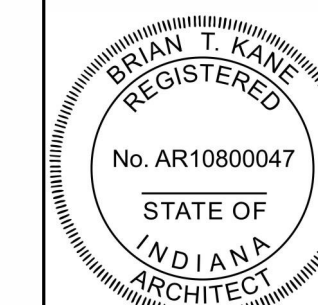
DESIGNED BY:	
REVIEWED BY:	
DRAWN BY:	AND
REVIEWED BY:	BTK
DATE:	6/10/2026
JOB NUMBER:	2025-01576
SCALE:	1/8" = 1'-0"
A302	

[illegible]

JONES
PETRIE
DAFINSKI

Fort Wayne, IN
 760 422 2522

South Bend, IN
574 232 4388



06/10/2026

NEW FIRE STATION 9-3

NEW FIRE STATION 9-3

BUILDING SECTIONS

GALESBURG, MI 49053

GALESBURG, MI 49053

DESIGNED BY:	
REVIEWED BY:	

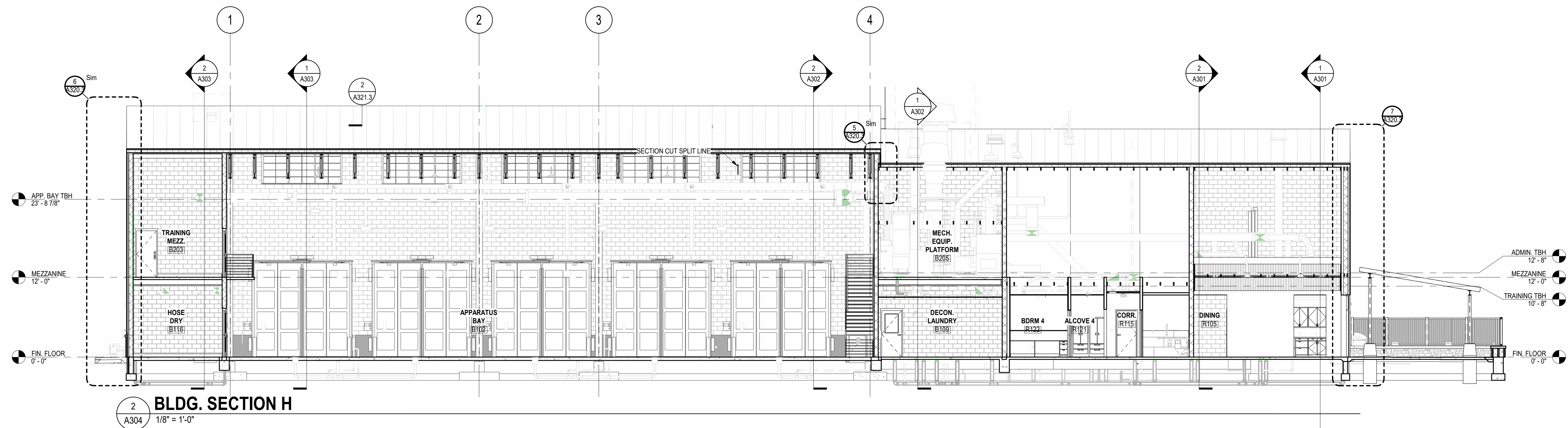
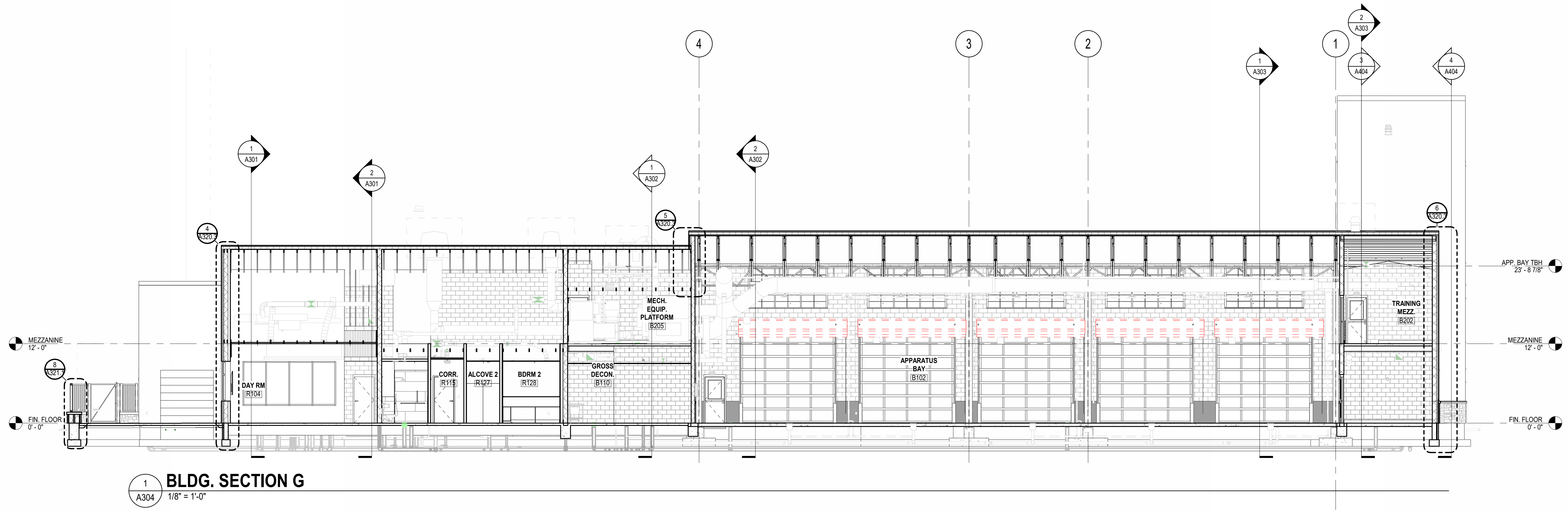
DRAWN BY: AND
REVIEWED BY: BTK

DATE: 6/10/2026

JOB NUMBER: 2025-01576

SCALE:
 $1/8" = 1'-0"$

A303



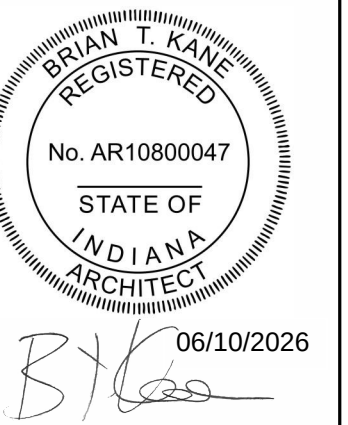
REV	DESCRIPTION	BY	DATE
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JONES
PETRIE
RAFINSKI

South Bend, IN
p: 574.232.4388

Fort Wayne, IN
p: 260.472.2522



NEW FIRE STATION 9-3
10080 E MICHIGAN AVE.
GALESBURG, MI 49053

CHARTER TOWNSHIP OF COMSTOCK
18700 E MICHIGAN ST / PO BOX 8
GALESBURG, MI 49053

BUILDING SECTIONS

SIGNED BY:	
VIEWED BY:	
AWN BY:	AND
VIEWED BY:	BTK
TE:	6/10/2026
3 NUMBER:	2025-01576
SCALE:	1/8" = 1'-0"
A304	



MEMO

Charter Township of Comstock Township Board July 20, 2026

From: Matt Beauchamp, Fire Chief

Re: New Station 9-3 - Phase 3 Architectural Services

Requesting to move forward with Phase 3 Architectural Services (Construction Administration) with JPR for the new Station 9-3 for \$111,760.00.

Attached is the project proposal.

Attachments:

[2026-7-16_Charter Twp of Comstock Fire & Rescue RFP - JPR_REVISED FEES BREAKDOWN - Phase 3 Construction Admin.pdf](#)

4.3 - PROJECT PROPOSAL - PHASE 3 TIMELINE & FEES

CONSTRUCTION ADMINISTRATION: JPR will provide Construction Administration services as part of our base bid through:

- Bi-weekly (every other week) site visits, construction meetings, and issuing field reports
- Providing clarification/interpretation of the Contract Documents for the execution of work through Contractor requests for information responses
- Issuing architect’s supplemental instructions, as necessary
- Rendering written recommendations on matters in question between the Owner and Contractor relating to the execution of the project
- Reviewing submittals, such as Shop Drawings, with respect to Contract Documents produced by JPR
- Pay application review and comments
- As-built drawing review and comments
- Reviewing contractor’s close-out documents, Operation and Maintenance Manuals, and confirming warranty information

At JPR we believe that thorough quality control for construction administration begins in the design phase. We eliminate as much confusion and misunderstanding as possible by providing detailed, coordinated construction documents and specifications. Our project managers maintain a presence during the construction process and are assisted by other staff members. JPR also requires all outside consultants to make a minimum number of visits to the site and are encouraged to follow-through as needed. Together they provide support as the GC leads the construction meetings and prepares minutes for distribution.

As project manager, Brian Kane will be directly responsible for construction administration services. Having been closely involved with the project since its inception, Brian will have a thorough understanding of the drawings and specifications, enabling him to collaborate effectively with the selected contractor. He will be available to answer questions, respond to submittals, and oversee the timely review of shop drawings.

At the conclusion of the construction process, Record Drawings will be prepared for CFR. These will be based on the contractor’s as-built mark-ups reflecting field conditions, along with any architect/engineer-issued drawing revisions. As a deliverable, JPR will provide electronic files (.pdf) compiling the as-built documentation.

JPR’s commitment to CFR will continue beyond project completion. We ensure that the facility meets expectations in terms of function and operation. Should any issues arise, we assist in identifying and resolving them. Prior to the end of the warranty period, we conduct an 11-month inspection to identify any deficiencies. We then coordinate with the contractor to ensure all outstanding concerns are addressed.

Our team knows that no matter how complete the documents are, there are always issues that must be addressed during construction. We will work diligently with the contractor to quickly and efficiently resolve conflicts, without compromising the overall vision. Consistent on-site construction observation is the best way our team can be sure the project is being constructed in accordance with the requirements of the construction documents. We will make every effort to facilitate construction that is on-schedule, on-budget, and operational for the Department.

PHASE 3 TASK	START	LENGTH OF PHASE	COMPLETION
Construction Administration	7/31/26	19 Months	02/28/28
PHASE 3 FEE: \$111,760			



MEMO

Charter Township of Comstock Township Board
July 20, 2026

From: Matt Beauchamp, Fire Chief

Re: Requesting approval for the Fire Department to join the
Kalamazoo Technical Rescue Team.

Attachments:

[Section 1.1 Inter-agency Agreement v2_government agency correction.pdf](#)

Section 1.1 Inter-agency Agreement

ESTABLISHING THE KALAMAZOO TECHNICAL RESCUE TEAM

This Interagency Agreement (“Agreement”) is entered into by and among the following public agencies in the State of Michigan:

- **City of Kalamazoo**
- **City of Portage**
- **Oshtemo Charter Township**
- **Comstock Charter Township**

These agencies may be referred to individually as a “Party” and collectively as the “Parties.”

1. Purpose

The purpose of this Agreement is to formally establish the **Kalamazoo Technical Rescue Team (KTRT)** as a regional, multi-agency technical rescue team organized to provide specialized rescue capabilities in support of the participating agencies and to provide mutual aid resources to other jurisdictions when requested through established local, regional, and Michigan Mutual Aid Box Alarm System processes.

The KTRT is intended to provide an organized, trained, and equipped regional response capability for technical rescue incidents, including but not limited to rope rescue, confined space rescue, trench rescue, structural collapse rescue, machinery rescue, and other specialty rescue disciplines as determined by the Parties.

2. Authority

This Agreement is entered into pursuant to the **Urban Cooperation Act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512**, which permits public agencies in Michigan to exercise jointly any power, privilege, or authority that each might exercise separately. Municipalities and other local units may also enter into mutual aid or reciprocal aid agreements for emergency assistance under Michigan law. ([Michigan Legislature](#))

3. Name

The name of the organization created by this Agreement shall be the **Kalamazoo Technical Rescue Team (KTRT)**.

4. Mission

The mission of KTRT is to develop, maintain, and deploy a safe, competent, and sustainable regional technical rescue capability that supports the participating agencies, protects the public, and enhances regional emergency preparedness and operational interoperability.

5. Objectives

The objectives of KTRT are to:

- a. Provide trained and equipped technical rescue personnel for incidents exceeding the routine operational capability of a single agency.
- b. Promote regional coordination, interoperability, and standardization in technical rescue operations.
- c. Maintain policies, procedures, training, and equipment consistent with recognized best practices and applicable standards.
- d. Support validation and continued readiness within the **Michigan Mutual Aid Box Alarm System (MI-MABAS)** framework.
- e. Enhance responder safety, accountability, and operational effectiveness through coordinated command and control.

6. Parties and Participation

The Parties to this Agreement are City of Kalamazoo, City of Portage, Oshtemo Charter Township, and Comstock Charter Township.

Each Party agrees to participate in KTRT by contributing personnel, equipment, apparatus, leadership support, training participation, and administrative coordination as determined by that Party and approved through the governance structure established in this Agreement.

Nothing in this Agreement shall be construed to require any Party to commit personnel or resources beyond what it determines is available and appropriate at the time of request.

7. Governance Structure

7.1 Steering Committee

KTRT shall be governed by a **KTRT Steering Committee** composed of representatives appointed by each Party. Each Party shall appoint at least one primary representative and may appoint alternate representatives as needed.

7.2 Authority of the Steering Committee

The Steering Committee shall provide overall policy direction, administrative oversight, and strategic guidance for KTRT. The Steering Committee shall not replace the authority of the chief executive, department head, or governing body of any Party, but shall act as the joint governance body for matters related to team organization and operation.

7.3 Duties of the Steering Committee

The Steering Committee shall:

- a. Adopt and maintain policies, procedures, and operational guidance for KTRT.
- b. Approve organizational structure, leadership assignments, and position responsibilities.
- c. Establish training, readiness, and equipment expectations.
- d. Review and approve annual goals, priorities, and program development initiatives.
- e. Coordinate with participating agencies regarding budget planning, resource support, and long-term sustainability.
- f. Review after-action reports, readiness issues, and improvement plans.
- g. Support MI-MABAS validation and revalidation efforts.
- h. Recommend amendments to this Agreement when necessary.

8. Team Leadership

The Steering Committee shall establish and maintain a leadership structure for KTRT, which may include, but is not limited to, the following positions:

- a. **KTRT Coordinator**
- b. **KTRT Rescue Manager**
- c. **KTRT Rescue Safety Officer**
- d. **KTRT Rescue Squad Officers**
- e. Other positions determined necessary by the Steering Committee

Leadership roles, qualifications, duties, selection methods, and terms of assignment shall be defined in KTRT policy and procedure documents adopted by the Steering Committee.

9. Operational Scope

KTRT may be activated for training, planned events, incidents, emergency response, mutual aid operations, or other lawful purposes consistent with the mission of the team.

KTRT may respond:

- a. Within the jurisdictions of the participating Parties.
- b. In support of neighboring jurisdictions through mutual aid.
- c. Through MI-MABAS processes, including requests coordinated by another MI-MABAS division or the MI-MABAS Red Center, when authorized by KTRT policy and participating agencies. The MI-MABAS Red Center serves as a 24/7 staffed dispatch and coordination center for MI-MABAS Mission Ready Packages and related mutual aid dispatching. ([Mabas Michigan](#))

10. Personnel

Personnel assigned to KTRT shall remain employees, officers, or members of their respective Party unless otherwise specified by separate written agreement.

Each Party retains sole authority over:

- a. Hiring, discipline, compensation, benefits, and employment status of its personnel.
- b. Internal personnel policies and procedures.
- c. Determinations regarding who may be assigned to or removed from KTRT.

Personnel assigned to KTRT shall comply with KTRT policies, procedures, and command structure when operating in a team capacity.

11. Equipment and Apparatus

Each Party may provide equipment, apparatus, tools, or supplies to support KTRT operations consistent with its capabilities and internal approval processes.

Ownership of equipment and apparatus shall remain with the contributing Party unless otherwise specified in writing.

KTRT shall maintain an inventory and capability list of equipment designated for team use. Maintenance, repair, replacement, and inspection responsibilities shall remain with the owning Party unless otherwise agreed.

12. Training and Readiness

The Parties agree that KTRT shall maintain a coordinated training and readiness program designed to support safe and effective technical rescue operations.

Training, credentialing, and operational readiness expectations shall be established by policy and should align with applicable laws, departmental policies, recognized technical rescue standards, NIMS/ICS principles, and MI-MABAS validation expectations. The MI-MABAS Technical Rescue validation process is specifically intended to identify resources capable of effectively mobilizing personnel and resources across geographic regions for technical rescue incidents. ([Mabas Michigan](#))

13. Financial Responsibility

Unless otherwise provided by separate written agreement, grant condition, reimbursement program, or incident-specific arrangement, each Party shall be responsible for its own personnel, equipment, apparatus, fuel, meals, lodging, maintenance, and other costs associated with participation in KTRT.

Financial support during deployments shall be governed by separate KTRT policy documents and by each Party's internal financial and procurement policies.

14. Liability and Indemnification

Each Party shall be responsible for the acts and omissions of its own officers, employees, agents, and members to the extent provided by law.

To the extent permitted by law, each Party agrees to defend, indemnify, and hold harmless the other Parties from claims, demands, damages, or causes of action arising out of the negligent acts or omissions of its own officers, employees, agents, or members.

Nothing in this Agreement shall be construed as a waiver of any governmental immunity, statutory protection, defense, or limitation of liability available to any Party, officer, employee, or member under Michigan law.

15. Insurance and Workers' Compensation

Each Party shall remain responsible for maintaining its own insurance coverage, self-insurance, risk financing, and workers' compensation coverage for its personnel and property in accordance with law and its internal policies.

Nothing in this Agreement shall be construed to create an obligation for any Party to provide insurance coverage or workers' compensation benefits for the personnel of another Party.

16. Command and Control

When activated, KTRT shall operate within the **National Incident Management System (NIMS)** and **Incident Command System (ICS)** framework and shall integrate into the incident command structure established for the event.

Operational control of KTRT resources at an incident shall be exercised in accordance with KTRT policy, the applicable incident command structure, and any mutual aid or MI-MABAS procedures in effect at the time of deployment.

17. Policy Development

The Steering Committee shall develop and maintain written KTRT policies and procedures addressing, at a minimum:

- a. Governance
- b. Activation
- c. Mobilization
- d. Communications
- e. Safety
- f. Training and qualifications
- g. Equipment and logistics

- h. Financial support
- i. Demobilization
- j. Documentation and after-action review

18. Records and Reporting

KTRT shall maintain records reasonably necessary to document governance, training, readiness, equipment capability, activation history, and other matters relevant to team operations and MI-MABAS validation.

Each Party shall retain access to records it creates or maintains, subject to applicable law and records retention requirements.

19. Term

This Agreement shall become effective upon execution by all Parties and any other approvals or filings required by law and shall remain in effect until terminated in accordance with this Agreement.

20. Withdrawal

Any Party may withdraw from this Agreement upon not less than one hundred eighty (180) days' written notice to the other Parties, unless a different period is agreed to in writing.

Withdrawal by one Party shall not automatically terminate this Agreement as to the remaining Parties, provided the remaining Parties agree in writing to continue KTRT.

21. Termination

This Agreement may be terminated at any time by mutual written agreement of all Parties.

Upon termination, the Parties shall cooperate to resolve outstanding administrative matters, return property to its owning Party, and close out any pending obligations consistent with applicable law and policy.

22. Amendment

This Agreement may be amended only by a written instrument approved and executed by all Parties.

23. Severability

If any provision of this Agreement is held invalid or unenforceable, the remaining provisions shall remain in full force and effect to the extent permitted by law.

24. Filing and Compliance

This Agreement shall be filed or otherwise handled in the manner required by the Urban Cooperation Act of 1967 and any other applicable Michigan legal requirements. The Act sets standards for interlocal agreements and for the filing and status of those agreements. ([Michigan Legislature](#))

25. Effective Date

This Agreement shall take effect on the date of the last signature affixed below, unless a different effective date is stated by the Parties in writing.

SIGNATURES

City of Kalamazoo

By: _____
Name: _____
Title: _____
Date: _____

City of Portage

By: _____
Name: _____
Title: _____
Date: _____

Oshtemo Charter Township

By: _____
Name: _____
Title: _____
Date: _____

Comstock Charter Township

By: _____
Name: _____
Title: _____
Date: _____



MEMO

**Charter Township of Comstock Township Board
July 20, 2026**

From: Matt Beauchamp, Fire Chief

**Re: Tentative approval for a Mobile Barrier and Chassis for over
\$566,000.00 through the State of Michigan Appropriations
Request - Senator Sean McCann's Office**



MEMO

Charter Township of Comstock Township Board July 20, 2026

From: Matt Beauchamp, Fire Chief

Re: Sincere Appreciation for Joint Response from Kalamazoo
Township Fire Department- Technical Rescue Incident - July 3,
2026

Attachments:

[Thank you from KTFD.pdf](#)



1720 Riverview Drive
Kalamazoo, MI 49004-1056
Tele: (269) 381-8080
Fax: (269) 381-3550
www.ktwp.org

July 5, 2026

To Our Fellow First Responders and Community Partners,

On behalf of the Kalamazoo Township Fire Department, we are writing to extend our most sincere gratitude for your assistance during the recent technical rescue collapse and entrapment incident.

High-stakes, low-frequency events like a structural collapse test the limits of our training, equipment, and endurance. The success of this operation was entirely dependent on the integration of multiple disciplines and we could not have asked for a better network of support.

We would like to formally recognize and thank the following agencies for their critical roles in this rescue effort: Kalamazoo Department of Public Safety, Kalamazoo Metro Technical Rescue Team, Comstock Township Department of Fire & Rescue, Cooper Township Fire Department, and Portage Department of Public Safety. Additionally, we extend our gratefulness to our partners with Kalamazoo Township Police, Life EMS, Kalamazoo County Medical Control Authority, Kalamazoo County Consolidated Dispatch Authority, and McDonald's Towing and Rescue Inc. for their assistance on July 3, 2026, at 230 E. Glenguile St.

The professionalism displayed by every single person on scene was nothing short of exemplary. This seamless teamwork began with the initial dispatch and coordinated communications, carrying directly into the on-scene collaboration between specialized responders and Firefighters. The teamwork expanded and was complemented by specialized medical oversight and heavy rigging support. The cooperation between all of our entities proved that boundaries disappear when a life is on the line.

More than anything, we want to commend the sheer grit to finish the job demonstrated by all on scene. Technical rescues are grueling, unpredictable, and exhausting, yet no one backed down. All personnel on scene worked through multiple hazards, obstacles, and game plans until the objective was safely met.

It is often said that public safety is a tight-knit community, but incidents like this remind us that we are much more than just mutual aid partners. We are a first responder family and Kalamazoo Township is incredibly proud to call each of you part of our extended family.

Thank you for standing with us when it mattered most. Please pass along our profound appreciation to your respective teams for their dedication and service.

With respect and gratitude,

A handwritten signature in blue ink, appearing to read "Jairus Baird".

Jairus Baird, Fire Chief



MEMO

Charter Township of Comstock Township Board July 20, 2026

From: Clerk Nicole Beauchamp, Township Clerk

Re: August 4th Primary Election Report

To be presented at the meeting



MEMO

**Charter Township of Comstock Township Board
July 20, 2026**

From: Sandy Bloomfield, Treasurer

Re: Cell Tower Proximity to Fire Station



MEMO

Charter Township of Comstock Township Board July 20, 2026

From: Sandy Bloomfield, Treasurer

Re: First Reading of Ord 571 - Zoning Ordinance Amendment for
Planning Unit Development (PUD)

Attachments:

[571 PUD ordinance amendment.docx](#)

CHARTER TOWNSHIP OF COMSTOCK

ORDINANCE 571

ADOPTED: _____

EFFECTIVE: EIGHT DAYS AFTER PUBLICATION AFTER ADOPTION

An Ordinance to amend the Comstock Charter Township Zoning Ordinance to entirely replace its Planned Unit Development regulations with new regulations; to provide for severability; to repeal all ordinances or parts of ordinances in conflict therewith; and to provide an effective date.

**CHARTER TOWNSHIP OF COMSTOCK
KALAMAZOO COUNTY, MICHIGAN**

ORDAINS:

**SECTION I
ZONING ORDINANCE AMENDMENT
ARTICLE 3 – ZONING DISTRICTS
SECTION 3.24 - PLANNED UNIT DEVELOPMENT**

Section 3.24 of the Comstock Charter Township Zoning Ordinance titled “Planned Unit Development” is hereby amended in its entirety to read as follows:

3.24 Planned Unit Development (PUD) District.

- A. **Purpose and Intent.** The provisions of this Article are intended to offer an alternative to conventional development and traditional zoning standards and to permit flexibility in the development or redevelopment of areas through the authorization of Planned Unit Development (PUD) districts. The standards in this Article are intended to promote and encourage creativity and flexibility in the development or redevelopment of land that are suitable in size, location, and character for the uses proposed. It is also the intent of this Article to ensure compatibility with adjacent land uses, the Charter Township of Comstock Master Plan, and where applicable, existing natural features.

In certain instances, the application of the strict requirements of this Ordinance may result in developments less in the interest of public health, safety, and welfare than if some degree of flexibility were permitted. The purpose of a PUD, therefore, is to permit the development of planned areas for various compatible uses allowed by the zoning ordinance and for other uses not so provided. PUDs are also intended to enhance flexibility in building placement, height, bulk, and other standards in order to achieve a recognizable and commensurate benefit that furthers Township goals and the public interest.

B. Objectives and Qualifying Conditions.

1. The degree to which the following objectives are satisfied shall be considered by the Planning Commission and the Township Board in their review of a PUD in order to realize the advantages of coordinated, flexible, and comprehensive planning that are afforded through the use of Planned Unit Developments. The objectives of PUDs are:
 - a. To encourage the provision and protection of open spaces, cultural and/or historic resources, the development of recreational amenities, and, where necessary, other support facilities within a reasonable distance of dwelling units;
 - b. To encourage developers to use a more creative and imaginative approach in the development or redevelopment of property in the Township;
 - c. To promote flexibility in design and to permit planned diversification in the location of structures;
 - d. To allow for market-driven development or redevelopment in places most conducive to accommodating additional activity;
 - e. To facilitate economic development through the permission of mixed uses and/or varied building types and forms;
 - f. To create walkable developments with pedestrian-oriented buildings that are well-integrated into the Township and connect to nearby destinations and/or neighborhoods;
 - g. To provide for the adaptive re-use of significant or historic buildings;
 - h. To allow phased construction with the knowledge that subsequent phases will be approved as originally planned and approved by the Township.
 - i. To promote the efficient use of land to facilitate a more economic arrangement of buildings, circulation systems, land use, and utilities;
 - j. To minimize adverse traffic impacts and to accommodate safe and efficient pedestrian access and circulation;
 - k. To provide for the redevelopment of sites and/or buildings that are under-developed or have fallen into disrepair; and
 - l. To combine and coordinate architectural styles, building forms, and building relationships.

2. Qualifying Conditions.

- a. Ownership. The tract of land for which a PUD application is received must be either in 1 ownership or have written approval of the owners of all affected properties.
- b. Minimum Acreage. The gross area of a tract of land to be developed as a residential PUD shall be a minimum of 5 acres. There shall be no minimum area for non-residential and mixed-use PUDs.
- c. Utilities. All PUDs shall be connected to public water and public sanitary sewer service, where available.
- d. Master Plan. The applicant shall demonstrate that the proposed PUD is consistent with the adopted Charter Township of Comstock Master Plan.

C. **Legacy PUDs.**

Prior to the effective date of this Ordinance, Planned Unit Developments were reviewed and approved in the Charter Township of Comstock under a prior Zoning Ordinance. Because these developments are fully constructed, the Township has determined that it would be most efficient and beneficial to regulate them as follows. Accordingly:

1. Unless expressly identified as PUDs on the Charter Township of Comstock Zoning Map adopted on or after the effective date of this Ordinance, the PUDs that were approved prior to the effective date of this Ordinance shall be deemed "Legacy PUDs" and shall be regulated pursuant to this Section. A list of such Legacy PUDs is provided in Appendix A to this Ordinance.
2. Existing uses and structures within Legacy PUDs shall be considered to be permitted by right and shall not be considered nonconforming if the development, along with its individual components, remains in compliance with the approved PUD documents and any approved amendments thereto.
3. The approval of a Legacy PUD, including applicable findings of fact, site development plans, any conditions of approval, and related actions shall remain in full force and effect.
4. Amendments to a Legacy PUD shall be processed in accordance with the standards and procedures for site plan amendments pursuant to Article 6 Section 6.1. Any proposed modifications to the site or the existing use must be in compliance with the standards for the zoning district in which the Legacy PUD is located.

Any PUD (regardless of the date of its original approval) that is identified as a PUD on the Charter Township of Comstock Zoning Map adopted on or after the effective date of this Ordinance shall not be considered a Legacy PUD, shall continue to be governed by the terms of its applicable approval documents, and may be amended only as provided in Sub-Section

N. A list PUDs that were approved prior to the effective date of this ordinance but remain in effect as PUDs is included in Appendix B to this Ordinance.

D. Permitted Uses and Residential Density.

1. The following uses may be permitted in a PUD:

- a. Uses permitted by right or by special land use in the underlying zoning district;
- b. Any use that is determined to be consistent with the Township Master Plan;
- c. A combination of uses that are compatible with existing and adjacent land uses and the Charter Township of Comstock Master Plan;

Only those uses approved for the PUD shall thereafter be permitted within the PUD.

2. For PUDs containing a residential component but located in a non-residential district, the maximum number of dwelling units permitted in a PUD shall be determined by the Planning Commission in consideration of the Master Plan, existing and future surrounding land uses, the capacity of public utilities and services, and other applicable factors.
3. For PUDs containing a residential component and located in a residential zoning district, the permitted density shall not exceed that permitted by the underlying zoning district, unless a density bonus is permitted pursuant to subsection 5 below. If the PUD lies in more than one zone district, then the number of dwelling units shall be calculated on a proportionate basis.
4. The maximum density permitted by subsection 3 above shall be determined using a parallel plan. A parallel plan shall be submitted by the applicant and shall illustrate the maximum number of dwelling units that could be feasibly developed on the property under conventional application of the underlying zoning district requirements, including any requirements for off-street parking, internal streets, and stormwater management facilities. Parallel plans are intended for comparison only and do not require the same level of detail as is required for site plans submitted for development approval.
5. Density Bonus. For PUDs containing a residential component and located in a residential zoning district, a density bonus of up to 25% over what is allowed by the underlying zoning district may be granted at the discretion of the Planning Commission and Township Board if the PUD provides substantive additional amenities, preserves substantive additional open space, or otherwise results in a substantial and recognizable benefit to the Charter Township of Comstock. By way of example, a "substantial and recognizable benefit" may consist of public gathering spaces, usable open space beyond the minimum requirements, non-motorized connections to adjacent properties, tree-lined streets, public amenities, public art, and similar features that are consistent with the existing or desired character of the Charter Township of Comstock.

E. Non-Residential or Mixed-Use PUDs.

1. All uses shall be integrated into the design of the project with similar architectural and

site development elements, such as signs, landscaping, etc.

2. A mix of residential and non-residential uses may be permitted only if they will not materially alter the character of the neighborhood and/or the PUD, and if the mixed-use development is consistent with the Charter Township of Comstock Master Plan.
3. When a PUD contains a mix of residential and non-residential uses, buildings designed for non-residential uses shall be constructed according to the following requirements:
 - a. If the entire PUD contains fewer than 20 dwelling units, 75% of these units must be constructed prior to the establishment or occupancy of any non-residential use.
 - b. If the PUD contains more than 20 dwelling units, 50% of these units shall be constructed prior to the establishment or occupancy of any non-residential use.

F. Design Standards.

1. Deviations from Minimum Requirements. In approving a PUD, the Township may permit deviations from the lot area and width requirements, parking requirements, required buffers, building setback requirements, height limitations, and other similar dimensional requirements of the zoning ordinance in accordance with the following standards:
 - a. The applicant shall identify, in writing, the nature and extent of any proposed deviation from the requirements of the underlying zoning district.
 - b. Deviations from minimum requirements may be permitted if they will result in a higher quality of development or better integration of the proposed use(s) within the vicinity.
 - c. Deviations from the minimum requirements shall also satisfy at least 1 of the following criteria:
 - i. The proposed deviations shall preserve any ecologically significant natural features of the site;
 - ii. The proposed deviations shall create, maintain, or improve habitat for wildlife;
 - iii. The proposed deviations shall create, maintain, or improve open space, walkability, safety, or otherwise improve the quality of the development for its residents;
 - iv. The proposed deviations shall constitute an adaptive re-use or redevelopment of buildings and/or property; and/or

- v. The proposed deviations shall be necessary for the development or redevelopment of property that would not be feasible without the deviations.
 - vi. The proposed deviations shall be consistent with the Charter Township of Comstock Master Plan.
2. Other Requirements.
 - a. All electric, cable, internet, and telephone transmission wires within the PUD shall be placed underground.
 - b. Signs are permitted in accordance with the zone district in which the proposed uses are permitted.
 3. Conditions. The Township Board may impose conditions with the approval of a PUD that are necessary to ensure compliance with the standards for approval stated in this Section and any other applicable standards contained in this Article. Such conditions shall be considered an integral part of the PUD approval and shall be enforceable by the Zoning Administrator.

G. Open Space.

The Planning Commission may require an applicant to provide open space if deemed necessary to preserve important natural features on the site. Situations in which the Planning Commission may require the applicant to provide open space include but are not limited to the following:

1. If the open space would provide, enhance, or restore natural resources such as slopes, wetland areas, viewsheds, etc.
2. If the open space would aid in the preservation or restoration of a cultural or historic site or structure.
3. If the open space would allow for the development of community features, non-motorized trail connections, recreational amenities.
4. If the open space would result in a more efficient pattern of development, consolidation, and planning of unusually dimensioned property or land with challenging topography.
5. If the open space would aid in the mitigation of adverse impacts on public facilities and services, such as a more efficient network of streets, public utilities, or a superior design of stormwater management systems.

If open space is required or provided in the PUD, it shall meet the following considerations and requirements:

1. Open space may be established to separate uses within the PUD.

2. Open space areas shall be large enough and of proper dimensions so as to constitute a contiguous useable area, with adequate access, through easements or other similar arrangements, such that all properties within the entire PUD may reasonably utilize the available open space and that the open space contributes significantly to the purpose and objectives of the PUD.
3. Evidence shall be given that satisfactory arrangements will be made for the maintenance of open space to relieve the Township of the future maintenance thereof.
4. Open space may be provided where significant natural features may be preserved and/or be used for passive or active recreation.
5. All land set aside as open space shall be deed-restricted to ensure that the open space remains undeveloped in perpetuity. The form of such restriction shall be subject to the review and approval of the Township Attorney.
6. All open space shall be in joint ownership of the property owners within the PUD or some other responsible entity approved by the Township. Such joint ownership or entity shall take responsibility for the maintenance of the open space.
7. The maintenance requirements of dedicated open space may include regular clearing and mowing or other active maintenance. Maintenance shall also include the removal of any accumulation of trash or waste material within the dedicated open space, cleanup of storm damage, removal of diseased plant materials, and similar activities.

H. General Application Procedures.

1. The following steps, which are outlined in Sub-Sections I-M, shall govern all applications for PUD approval, whether residential, non-residential, or mixed use:
 - a. Pre-application Conference. The applicant shall attend a pre-application conference with Township staff to determine general compliance with PUD eligibility and design requirements, and to identify issues of significance regarding the proposed application.
 - b. Conceptual Planning Commission Review. A conceptual plan shall be submitted to the Planning Commission for initial review. The applicant shall also attend a pre-application review of the proposed PUD Plan with the Planning Commission.
 - c. PUD Preliminary Plan and PUD Rezoning.
 - i. The Planning Commission shall review the PUD Preliminary Plan and PUD rezoning application, hold a public hearing (if required), and make a written recommendation to the Township Board
 - ii. The Township Board shall review the PUD Preliminary Plan and PUD rezoning application, the written recommendation and findings from the Planning Commission, hold a public hearing, and make a final decision.

- d. PUD Final Site Plan Review. The Planning Commission and other applicable Township personnel shall review the PUD final site plan in accordance with Sub-Section M of this Section.
2. Either concurrently with the PUD Preliminary Plan application, or upon approval by the Township Board (with or without conditions), the applicant may apply for preliminary plat approval, condominium or site condominium approval, private road approval, and other approvals as applicable. Unless specifically stated, approval of a PUD shall not constitute approval of a preliminary plat, condominium, site condominium, or private road and shall not obviate the need for the applicant to obtain such approvals.
3. Approval of a PUD pursuant to this Article shall constitute an amendment to the Comstock Township Zoning Ordinance and Zoning Map to include the approved PUD.

I. Pre-application Conference.

Prior to the submission of an application for PUD, the applicant shall meet with the Zoning Administrator, Township Planner, Engineer, and any other staff or consultants as deemed appropriate. The purpose of the pre-application meeting is to determine general compliance with PUD eligibility and design requirements and to identify issues of significance regarding the proposed application. If the applicant proceeds with the PUD application, a summary of the pre-application meeting may be forwarded to the Planning Commission. No formal action shall be taken at the pre-application conference. The applicant shall present a sketch plan of the Planned Unit Development, and the following information:

1. A legal description of the property in question;
2. The total number of acres to be included in the project;
3. A statement of the approximate number of residential units and/or the approximate number, type, and square footage of non-residential units;
4. The approximate number of acres to be occupied and/or devoted to or by each type of use;
5. The number of acres to be preserved as open space or recreation space; and
6. All known natural resources and natural features on the site.

J. Conceptual Planning Commission Review.

1. Following the pre-application conference, preliminary plans of the proposed PUD shall be submitted for review to the Planning Commission prior to submission of an application for a PUD. The purpose of the meeting is to allow discussion between an

applicant and the Planning Commission and to inform the applicant of the acceptability of proposed plans prior to incurring extensive engineering and other costs which will be necessary for PUD review.

2. As part of the pre-application review, the applicant shall submit a copy of a sketch plan for the proposed PUD that shows the property location, boundaries, significant natural features, vehicular and pedestrian circulation, the proposed number and arrangement of lots or units with building envelopes, proposed open spaces, location of proposed buildings, and proposed land use(s) for the entire site.
3. The Planning Commission shall advise the applicant in general terms whether the proposed sketch plan complies with the purpose and intent of this Article and if it qualifies for PUD rezoning pursuant to the objectives and qualifying conditions of Sub-Section B.
4. Formal action shall not be taken at a preliminary Planning Commission review. Statements made at the pre-application conference or review by the Planning Commission shall not be considered binding commitments or an approval (implied or otherwise) of the PUD.

K. Procedures for PUD Preliminary Plan and PUD Rezoning.

1. Required Information. Following the conceptual review in Sub-Section J, the applicant shall submit a completed application form for PUD rezoning, the required application fee, and 1 hard copy and a PDF of the PUD Preliminary Plan to the Zoning Administrator at least 45 days prior the next Planning Commission meeting.

The PUD Preliminary Plan shall be professionally prepared by a licensed engineer, surveyor, architect, and/or landscape architect and shall be drawn to a scale of not less than 1 inch = 100 feet. The PUD Preliminary Plan shall, at a minimum, contain the following information, unless specific items are determined to be not pertinent to the application by the Planning Commission or Zoning Administrator:

- a. General Information.
 - i. Name and firm address of the professional individual responsible for preparing the preliminary plan and their professional seal.
 - ii. Name and address of the property owner or petitioner.
 - iii. Scale, north arrow, and date.
 - iv. Acreage (gross and net).
 - v. Zoning of adjacent properties.
 - vi. Legal property description.

b. Existing site conditions:

- i. Boundary survey lines and setbacks.
- ii. Location sketch showing site, adjacent streets, and properties within 200 feet or as otherwise directed.
- iii. Location, width, and purpose of all existing easements and lease areas, including cross-access.
- iv. Abutting street right(s)-of-way and width.
- v. Topography with contour intervals of no more than 2 feet.
- vi. Natural features such as wooded areas, surface water features, floodplains or floodways, wetlands, slopes exceeding 15%, lakes, rivers, creeks, county drains, and other significant site features, including the area of such features.
- vii. Existing buildings, structures, paved surfaces and areas, installed landscaping, and other significant physical infrastructure.
- viii. Size and location of existing utilities and status, where applicable.

c. Proposed Development:

- i. Layout of proposed buildings, structures, driveways, parking lots, streets, landscaped areas, and other physical infrastructure, as applicable, including the area and height of these improvements.
- ii. Recreation areas, common use areas, dedicated open space, and areas to be conveyed for public use.
- iii. Layout of sidewalks and/or pathways, both internal to the development and along the main road frontage.
- iv. Layout and typical dimensions of building envelopes, proposed lots.
- v. Parking, stacking, and loading calculations, if applicable.
- vi. Phasing plan, if applicable.
- vii. Preliminary plan for the provision of public water and public sanitary sewer services.
- viii. Preliminary grading plan.

ix. Preliminary stormwater plan.

x. Proposed building types, including building elevations and footprints.

d. Additional Information.

i. A written narrative shall be provided, which shall describe the proposed PUD, the proposed timeframe of development, the zoning district(s) in which it will be located, the overall residential density of the project (if applicable), and documentation indicating how the objectives and qualifying conditions in Sub-Section B and the standards of Sub-Section L are met. By way of example, the written narrative may address the following, along with other topics deemed relevant:

1. How the proposed PUD is meeting a need in the marketplace.
2. How the proposed PUD will benefit the Charter Township of Comstock.
3. The overall vision for the property and the development.
4. Justification for any requested deviations from the underlying zoning district.

ii. A written list of all requested deviations as specified in Sub-Section F(1) shall be provided at the time of the application but may be supplemented or modified at any time during the PUD approval process if the applicant or the Township determines that the proposed plans require additional deviations beyond those originally noted.

iii. The Planning Commission may require additional information from the applicant and may allow supplementation or modification of submitted materials as needed to better assist in the determination of PUD qualification. Additional information may include, but is not limited to, market studies, fiscal impact analyses, parking studies, traffic impact studies, and environmental reports.

2. Planning Commission Review.

a. The Planning Commission shall review the PUD Preliminary Plan at a regular or special meeting. A public hearing shall be held by the Planning Commission for an application for a new PUD. For an amendment to an existing PUD, a public hearing by the Planning Commission is not required, but may be held at the discretion of the Planning Commission. If a public hearing is held, legal notice shall be given.

b. The Planning Commission shall review the PUD Preliminary Plan in consideration

of public comments, technical reviews from Township staff and consultants (if requested), and other applicable standards and requirements. Within a reasonable timeframe, the Planning Commission shall recommend approval, approval with conditions, or denial of the PUD Preliminary Plan and PUD rezoning to the Township Board. The Planning Commission's recommendation shall be documented with findings to justify its recommendation.

- c. In order to recommend approval of the PUD Preliminary Plan and PUD rezoning, the Planning Commission shall find that the standards of Sub-Section L are satisfied.

3. Township Board Review and Required Public Hearing.

- a. Following receipt of a recommendation from the Planning Commission on the PUD Preliminary Plan and PUD rezoning, the Township Board shall hold a public hearing on the proposed PUD. Legal notice of the hearing shall be given.
- b. After the public hearing, the Township Board shall review the application in consideration of the Planning Commission's written recommendation, public hearing comments, technical reviews from Township staff and consultants, and other applicable standards and requirements. Within a reasonable time, the Township Board shall approve, approve with conditions, or deny the PUD Preliminary Plan and PUD rezoning. The Township Board's decision shall be documented with written findings to justify its decision.
- c. In accordance with the Michigan Zoning Enabling Act, as amended, the Township Board may place reasonable conditions on the approval of a PUD Preliminary Plan. Conditions attached to the approval shall be incorporated into the ordinance adopting the PUD Preliminary Plan and PUD rezoning.
- d. Approval of the PUD Preliminary Plan and PUD rezoning by the Township Board shall be incorporated into an ordinance amending the zoning ordinance and map. Such rezoning and PUD plan approval shall become effective after notification and publication as required by the Michigan Zoning Enabling Act, as amended.

- 4. Development Agreements. Prior to the issuance of any building permits or commencement of construction on any portion of the PUD, the Township Board may require the applicant to enter into a development agreement with the Township in recordable form acceptable to the Township Attorney, setting forth the applicant's obligations with respect to the PUD. The agreement shall describe all improvements to be constructed as part of the PUD and shall incorporate, by reference, the final PUD site plan with all required revisions, other documents which comprise the PUD, and all conditions of approval imposed by the Township Board. The agreement shall also establish the remedies of the Township in the event of default by the applicant in carrying out the PUD, and shall be binding on all successors in interest to

the applicant. All documents shall be executed and recorded in the office of the Kalamazoo County Register of Deeds.

L. PUD Preliminary Plan and Rezoning Standards of Approval.

In order to approve a PUD Preliminary Plan and PUD rezoning, the Planning Commission and Township Board shall find that all of the following standards are met:

1. The proposed PUD complies with the purpose, objectives, and qualifying conditions of Sub-Sections A and B.
2. The uses conducted within the proposed PUD, the PUD's impact on the community, and other aspects of the PUD are consistent with, the policies of, the adopted Charter Township of Comstock Master Plan.
3. The proposed PUD shall be designed, constructed, operated, and maintained in a manner harmonious with the character of adjacent property, the surrounding uses of land, the natural environment, and the capacity of public services and facilities affected by the development.
4. The proposed PUD shall not be hazardous to adjacent property or involve uses, activities, materials, or equipment that will be detrimental to the health, safety, or welfare of persons or property through the excessive production of traffic, noise, smoke, fumes, or glare.
5. The proposed PUD shall not place demands on public services and facilities more than current or anticipated future capacity.
6. The proposed PUD shall satisfy all applicable local, state, and federal laws, rules, and regulations.

M. PUD Final Site Plan.

1. Either concurrently with the submission of the PUD Preliminary Plan, or within one year of the approval of the PUD Preliminary Plan and PUD rezoning by the Township Board, a minimum of 1 copy and a PDF of the PUD final site plan for at least one phase of the PUD shall be submitted by the applicant in accordance with Article 6 Section 6.1 of this Ordinance. After the first phase is granted PUD final site plan approval, subsequent phases need not be submitted within one year.
2. All PUD final site plans subsequently submitted shall conform to the approved PUD Preliminary Plan (subject to minor revisions) and all conditions attached to its approval, the ordinance adopting the PUD Preliminary Plan and PUD rezoning, and the requirements of this Article.
3. If the PUD final site plan substantially conforms to the approved PUD Preliminary Plan subject to minor revisions and all conditions attached to its approval, the PUD adoption

ordinance, and the requirements of this Article, and if such PUD final site plan is otherwise compatible with the master plan, then the Planning Commission shall approve the PUD final site plan.

4. Unless otherwise required by subsection 6 below, PUD final site plans shall be reviewed by the Planning Commission and any other applicable Township personnel.
5. For land uses within the PUD subject to additional special land use requirements, such uses shall comply with all such required conditions, unless deviations were approved pursuant to this Article.
6. For land uses within the PUD that require special land use approval, or for PUDs that contain private roads, subdivisions, or elements that require Planning Commission approval, such uses shall be reviewed and approved in accordance with all other applicable sections of the Zoning Ordinance and other adopted ordinances of the Charter Township of Comstock. These review processes may occur concurrently with the process for PUD plan review and PUD rezoning.

N. Approved PUDs.

1. Phased Projects. Where a project is proposed for construction in phases, the project shall be designed so that each phase, when completed, shall be capable of standing on its own in terms of the presence of services, facilities, and open space, and shall contain the necessary components to ensure the protection of natural resources and the health, safety, and welfare of the users of the PUD and residents of the Township. Each phase of a PUD shall require the submittal of a site plan as outlined in Sub-Section M.
2. Amendments to an Approved PUD. An amendment to an approved PUD shall be reviewed and approved by the Planning Commission and Township Board pursuant to Sub-Section K(2) & (3), except that the Zoning Administrator may review and approve minor amendments to the PUD, or refer minor amendments to the Planning Commission for a decision. Minor amendments include, but are not limited to, the following:
 - a. Reduction of the size of any building, building envelope, or sign.
 - b. Movement of buildings or signs in a way that does not alter the overall layout, density, or other significant characteristics of the PUD.
 - c. Changes requested by the Township for safety reasons.
 - d. Changes that will preserve natural features of the land without changing the basic site layout.
 - e. Changes in the boundary lines of lots or condominium units that do not change the overall density of the development or that do not change the average lot or unit width throughout the development.

- f. Modifications of the landscape plan or landscape materials, or replacement of plantings approved in the landscaping plan, provided that the amount of landscaping provided is not substantially decreased.
- g. Alterations to the internal parking layout of a parking lot, provided that the total number of spaces or means of ingress and egress do not change in a manner that significantly alters the viability of the PUD.
- h. Other changes proposed to be made to the configuration, design, layout, or topography of the site plan which are deemed by the Zoning Administrator to be not material or significant in relation to the entire site and which the Zoning Administrator determines would not have a significant adverse effect on the development on adjacent or nearby lands or the public health, safety, and welfare.

3. Expiration.

- a. A PUD (or at least the first phase of a PUD) shall be under meaningful construction of proposed improvements consistent with the approved PUD final site plan within 1 year after the date of approval of the PUD final site plan, which shall proceed diligently to completion.
- b. Upon expiration of the time period for: (a) submitting a PUD final site plan as required by Sub-Section M or; (b) commencing meaningful construction as required by subsection A above, all PUD approvals previously granted shall automatically become null and void and all rights of development based on any approved plan shall terminate.
- c. The Township Board may approve extensions of up to 2 years at a time, if requested in writing by the applicant. In requesting an extension, the applicant shall provide the reason(s) it is requesting the proposed extension.
- d. Upon expiration of a PUD Preliminary Plan or PUD final site plan, the Planning Commission may conduct a public hearing and make a recommendation to rezone the property to its original designation or another district as deemed appropriate.
- e. If the Planning Commission does not rezone the property from PUD to another zoning district, the property shall remain in the PUD zoning district, but no development in furtherance of the expired PUD, or a new PUD, shall occur on the property. Approval of a PUD Preliminary Plan and PUD Final Site Plan shall be required pursuant to Sub-Sections L and M, except that rezoning to PUD shall not be required.

4. Appeals and Variances. Because an approved PUD has been reviewed and approved by the Planning Commission and Township Board, the Zoning Board of Appeals shall not have jurisdiction to consider variances from the requirements of this Article, nor may decisions related to a PUD be appealed to Zoning Board of Appeals.

5. Performance Guarantees. The Planning Commission and/or Township Board may require the applicant for PUD rezoning to furnish a performance guarantee.

SECTION II
ZONING ORDINANCE AMENDMENT
USE MATRIX

The Use Matrix of the Township Zoning Ordinance is hereby amended by deleting “Planned unit developments” from the list of uses.

SECTION III
ZONING ORDINANCE AMENDMENT
ARTICLE 3 – ZONING DISTRICTS
SECTION 3.1.A – AGR AGRICULTURE-RESIDENTIAL

Section 3.1.A of the Township Zoning Ordinance titled “AGR Agriculture-Residential” is hereby amended to replace subsection 3.x. to read as follows:

“x. Reserved for future use.”

SECTION IV
ZONING ORDINANCE AMENDMENT
ARTICLE 3 – ZONING DISTRICTS
SECTION 3.1.C – R1-A SINGLE-FAMILY RESIDENTIAL

Section 3.1.C of the Township Zoning Ordinance titled “R1-A Single-Family Residential” is hereby amended to replace subsection 3.p. to read as follows:

“p. Reserved for future use.”

SECTION V
ZONING ORDINANCE AMENDMENT
ARTICLE 3 – ZONING DISTRICTS
SECTION 3.1.D – R1-B SINGLE-FAMILY RESIDENTIAL

Section 3.1.D of the Township Zoning Ordinance titled “R1-B Single-Family Residential” is hereby amended to replace subsection 3.p. to read as follows:

“p. Reserved for future use.”

SECTION VI
ZONING ORDINANCE AMENDMENT
ARTICLE 3 – ZONING DISTRICTS
SECTION 3.1.E – R1-C CLUSTER HOUSING

Section 3.1.E of the Township Zoning Ordinance titled “R1-C Cluster Housing” is hereby amended to replace subsection 3.v. to read as follows:

“v. Reserved for future use.”

SECTION VII
ZONING ORDINANCE AMENDMENT
ARTICLE 3 – ZONING DISTRICTS
SECTION 3.1.F RM MULTIPLE-FAMILY RESIDENTIAL

Section 3.1.F of the Township Zoning Ordinance titled “RM Multiple-Family Residential” is hereby amended to replace subsection 3.y. to read as follows:

“y. Reserved for future use.”

SECTION VIII
ZONING ORDINANCE AMENDMENT
ARTICLE 3 – ZONING DISTRICTS
SECTION 3.1.Q – OW OPEN WETLANDS

Section 3.1.Q of the Township Zoning Ordinance titled “OW Open Wetlands” is hereby amended to replace subsection 4.n. to read as follows:

“n. Reserved for future use.”

SECTION IX
ZONING ORDINANCE AMENDMENT
ARTICLE 3 – ZONING DISTRICTS
SECTION 3.1.R – OSP OPEN SPACE PRESERVATION OVERLAY

Section 3.1.R of the Township Zoning Ordinance titled “OSP Open Space Preservation Overlay” is hereby amended to replace subsection 3.b. to read as follows:

“b. **Access.** Access to the dwelling units within the residential cluster may be in the form of a public road or private road, with any private road adhering to the standards under Section 3.24 Planned Unit Development District.”

SECTION X
SEVERABILITY

The provisions of this ordinance are hereby declared to be severable. If any clause, sentence, word, section or provision is hereafter declared void or unenforceable for any reason by a court of competent jurisdiction, it shall not affect the remainder of such ordinance which shall continue in full force and effect.

SECTION XI
EFFECTIVE DATE/REPEAL

This Ordinance shall take effect eight days after publication. All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

Nicole Beauchamp, Clerk
Comstock Charter Township
5858 King Highway,
Kalamazoo MI 49048
269-381-2360
www.comstockmi.gov
clerk@comstockmi.gov



MEMO

Charter Township of Comstock Township Board July 20, 2026

From: Supervisor Ben Martin, Supervisor

Re: Casper Street Traffic Calming Study

The Kalamazoo County Road Commission will be discussing this at an upcoming board meeting. They are asking if Comstock Township is still supportive of the project and how it will be funded.

Attachments:

[2025-12-10 Presentation Kasper St Calming Measures.pdf](#)

[2026-03-12 Neighborhood Traffic Calming Update LTR.docx](#)



Traffic Calming:

Casper Street, Borgess Drive, Pristine Avenue

Presented By: Jim Hoekstra

Date: 12/10/25



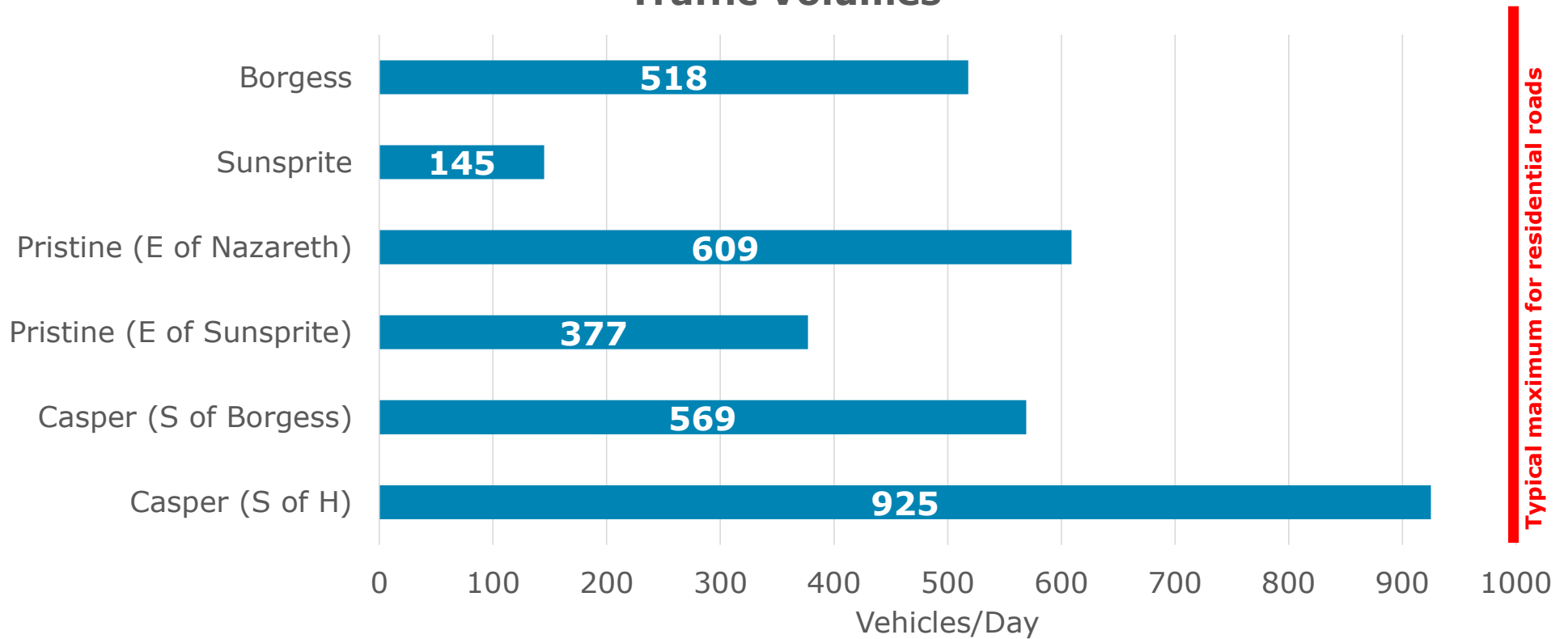
A Little History

- Initiated by residents via petition in 2022
- Initially for just Casper Street but expanded to Borgess & Pristine
- Traffic Investigation/Study
- Education/Enforcement in 2024
- Resident Subcommittee



Traffic Investigation

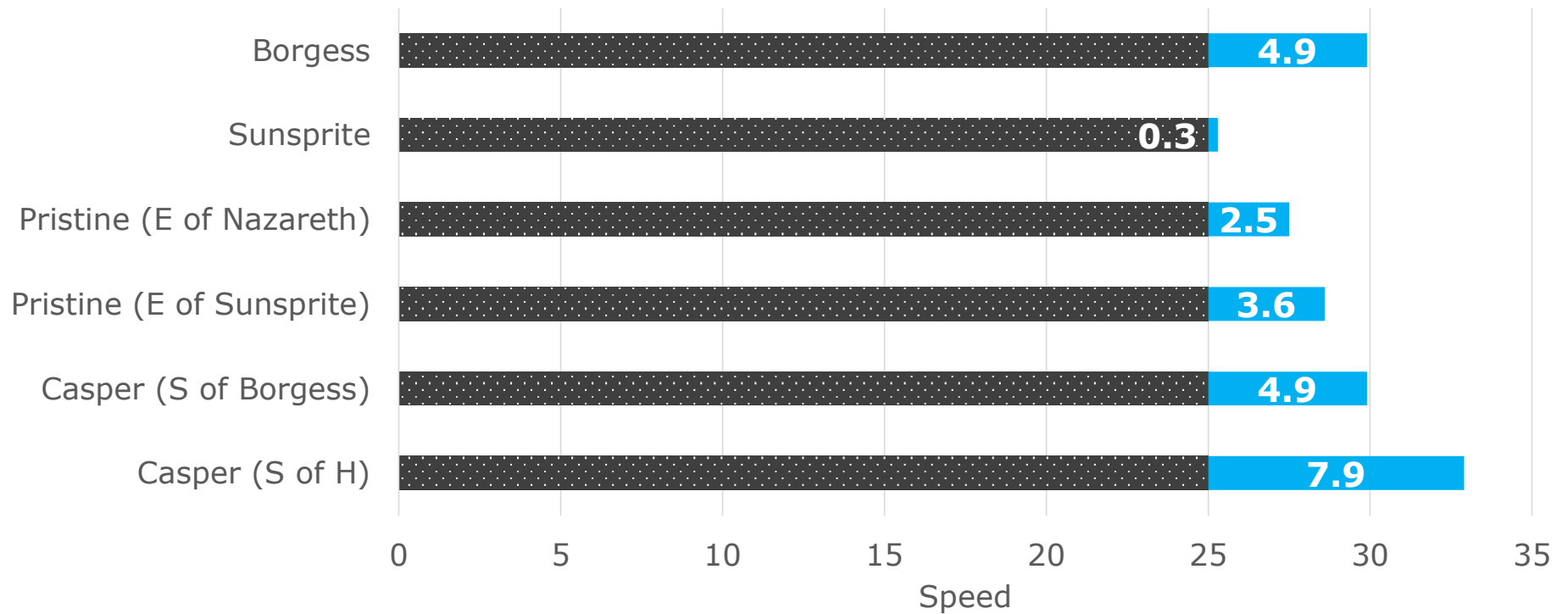
Traffic Volumes



All traffic volumes within normal levels

Traffic Investigation

85th Percentile Speed

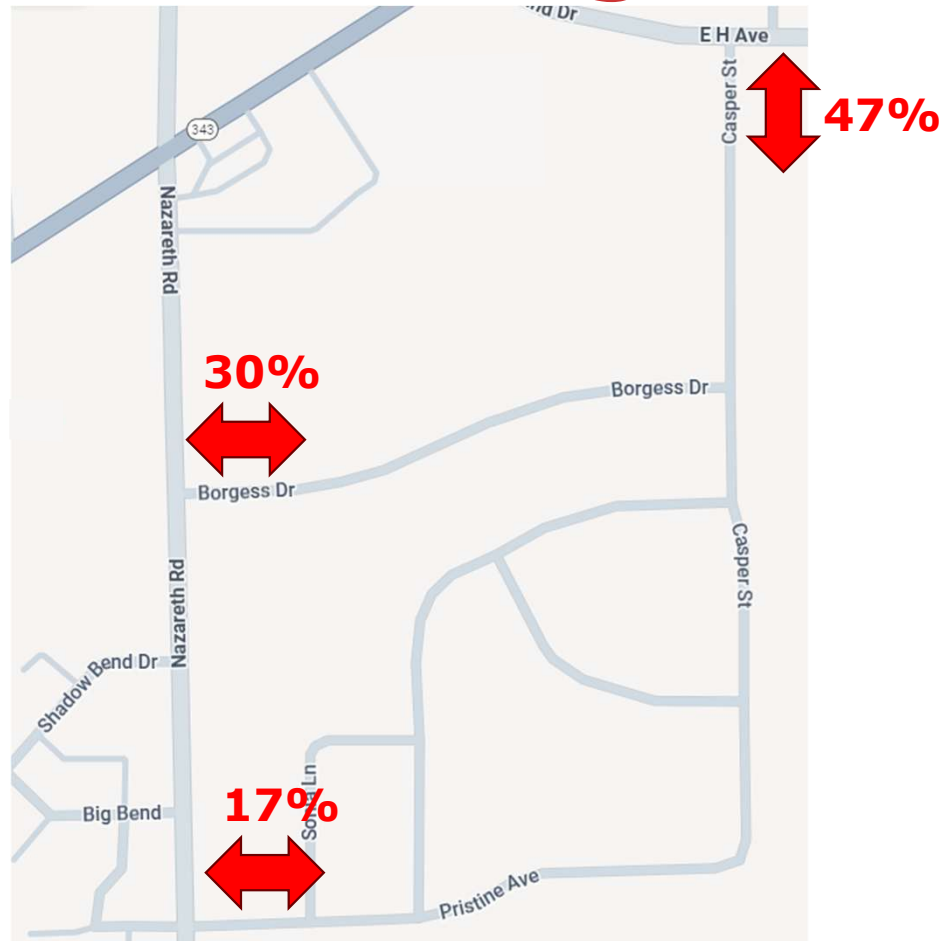


Casper recorded the highest speeds. All others within acceptable levels.

Traffic Investigation

Cut-through Traffic

Observed during license plate studies during peak traffic hours



Traffic Calming Measures

- Speed Humps
- Speed Cushions
- Speed Tables / Raised Crosswalk
- Raised Intersections
- Realigned Intersections
- Traffic Circles
- Mini Roundabouts
- Roundabouts
- Lateral Shifts
- Chicanes
- Bulb-outs
- Chokers
- Median Islands
- Median Barriers
- Diagonal Diverters
- Closures

Traffic Calming Measures

- **Speed Humps**
- **Speed Cushions**
- **Speed Tables / Raised Crosswalk**
- **Raised Intersections**
- **Realigned Intersections**
- **Traffic Circles**
- **Mini Roundabouts**
- **Roundabouts**



Traffic Calming Measures

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- Speed Cushions
- Speed Tables / Raised Crosswalk
- Raised Intersections
- Realigned Intersections
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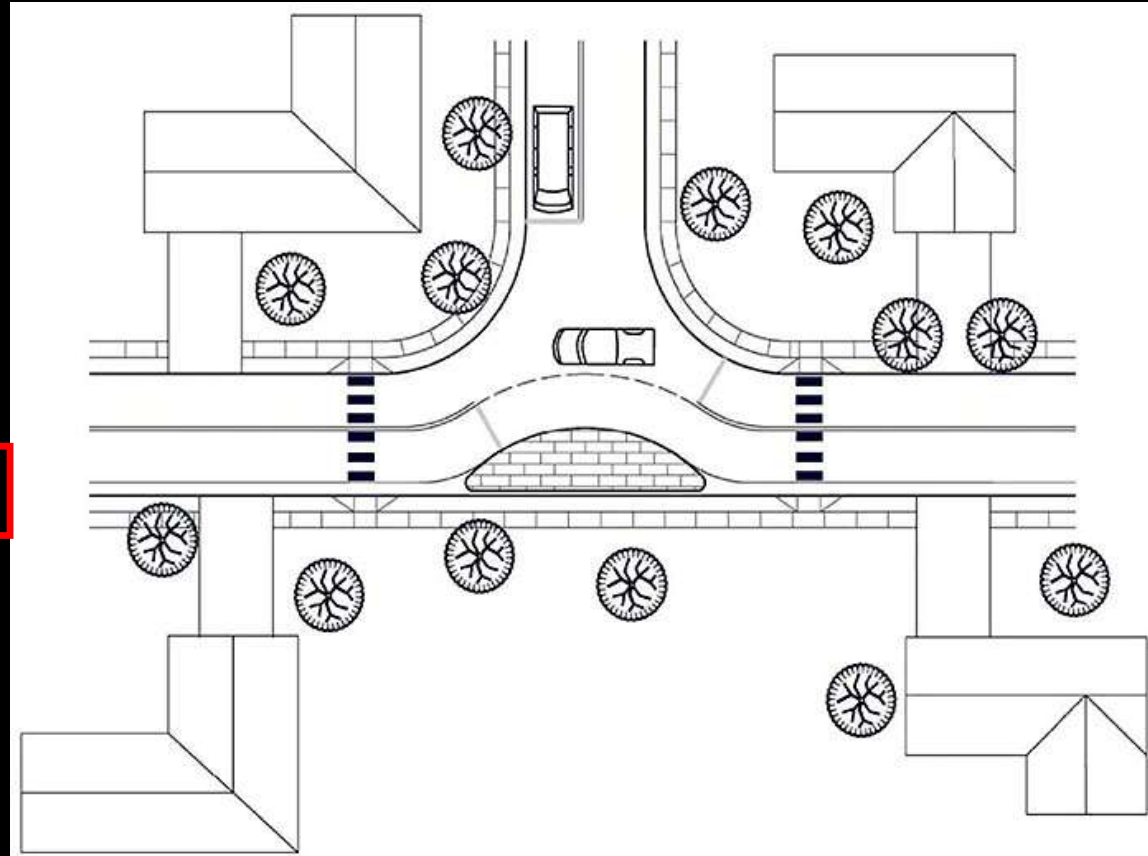
Traffic Calming Measures

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Traffic Calming Measures

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- Speed Tables / Raised Crosswalk
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Traffic Calming Measures

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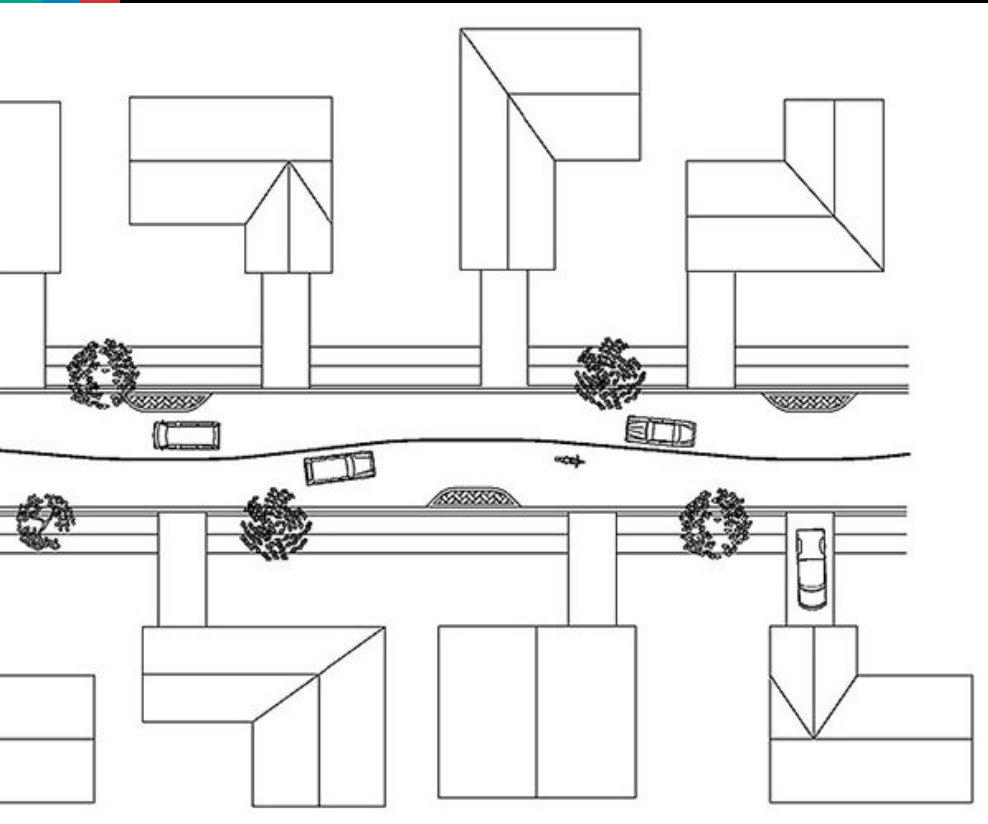


Traffic Calming Measures

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- Speed Cushions
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- Raised Intersections
- Realigned Intersections
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- Roundabouts



Traffic Calming Measures



- Lateral Shifts
- Chicanes
- Bulb-outs
- Chokers
- Median Islands
- Median Barriers
- Diagonal Diverters
- Closures

Traffic Calming Measures



- Lateral Shifts
- Chicanes
- **Bulb-outs**
- Chokers
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- Closures

Traffic Calming Measures



- Lateral Shifts
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Traffic Calming Measures



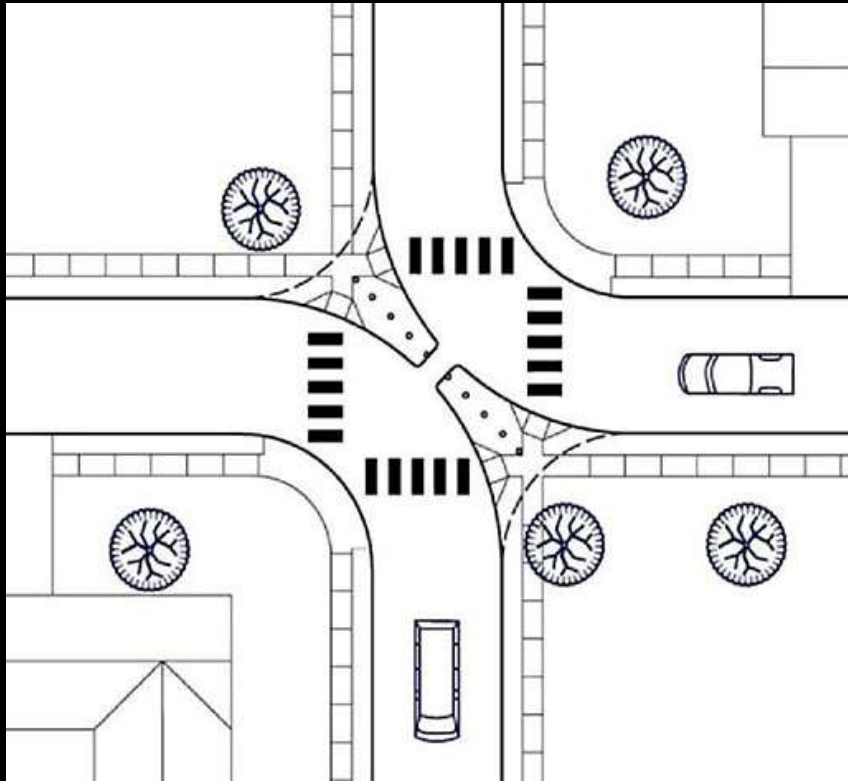
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Traffic Calming Measures



- Lateral Shifts
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Traffic Calming Measures



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Traffic Calming Measures



Speed Humps

- Speed Cushions
- Speed Tables / Raised Crosswalk
- Raised Intersections
- Realigned Intersections



Traffic Circles

- Mini Roundabouts
- Roundabouts

- Lateral Shifts
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- Closures

Speed Humps



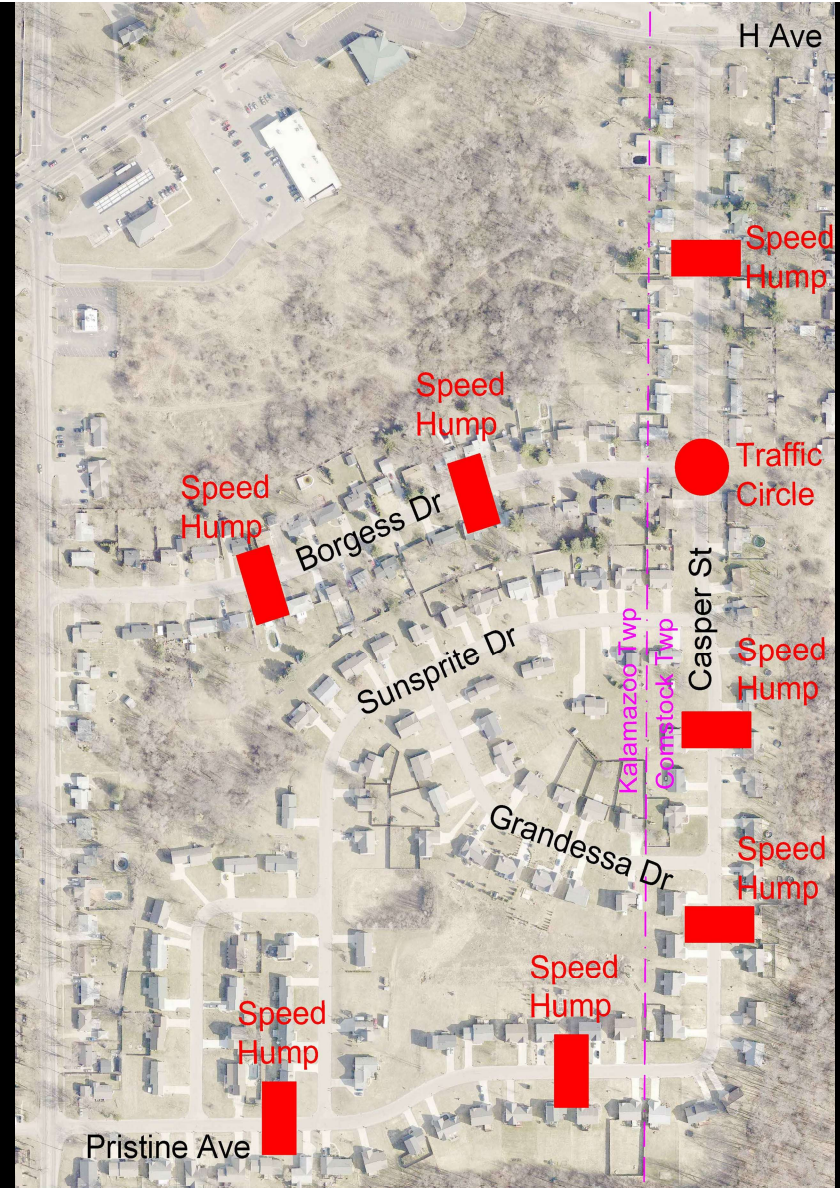
- Positive impact to speed and volume at low cost
- Anticipated speed reduction 20-25%
- Anticipated volume reduction 20%
- 400-500' spacing recommended
- Some speed increase between humps
- Crash rates reduced by up to 13%
- May cause some delay to emergency response

Traffic Circles



- Yield on all approaches
- Minimal volume reduction
- Anticipated to reduce speeds 5-8 mph
- Minimal impact to emergency response
- Street lighting may be needed
- Trucks or busses may need to turn left before the circle

Neighborhood Traffic Calming Plan



Cost

Borgess Dr & Pristine Ave
(Kalamazoo Township)

4 Speed Humps = \$16,000

\$16,000/64 parcels =
\$250/parcel
(forecast)

Casper Street
(Comstock Township)

3 Speed Humps & 1 Traffic
Circle = \$37,000

\$37,000/45 parcels =
\$822/parcel
(forecast)



Next Steps



- Public Informational Meeting
- Neighborhood Survey
 - Requires 50% response rate
 - Requires 67% approval by property owners
 - One response per property
 - Due by Dec. 17, 2025
- Approval by RCKC Board
- Townships would handle any special assessments needed



ROAD COMMISSION OF
KALAMAZOO COUNTY

**THANK YOU!
QUESTIONS?**

**YOUR LOCAL ROAD
PROFESSIONALS SINCE
1909**





Neighborhood Traffic Calming Update

Dear Resident,

Thank you to the residents who participated in the neighborhood traffic calming survey and public meeting regarding potential traffic calming measures in your neighborhood.

Based on the survey responses received, the proposed traffic calming plan met the minimum support criteria required under the Road Commission of Kalamazoo County's Traffic Calming Policy. The Road Commission appreciates the time residents took to review the proposal and provide feedback.

Because the neighborhood includes roadways located in both Comstock Township and Kalamazoo Township, each township must independently determine whether to proceed with traffic calming improvements on the roadways within their jurisdiction. Since the survey process concluded, the Road Commission has been coordinating with both townships regarding their participation in the traffic calming program.

At this time:

- **Comstock Township** has indicated its support to move forward with the portion of the plan located on Casper Street.
- **Kalamazoo Township** has indicated that it will not move forward with implementation on Borgess Drive and Pristine Avenue at this time, but may reconsider participation within the next year.

As a result, the Road Commission will proceed with the portion of the plan located on Casper Street, which includes:

- 3 speed humps on Casper Street between H Avenue and Pristine Avenue
- 1 traffic circle at the intersection of Casper Street and Borgess Drive

In accordance with the Traffic Calming Policy, this portion of the project will be presented to the Road Commission of Kalamazoo County Board for consideration. If approved by the Board, the Road Commission will coordinate with Comstock Township on the next steps necessary to permit and implement the project. If approved, construction could occur during the 2026 construction season.

The Road Commission understands that traffic safety is an important concern for residents and appreciates the community's participation throughout this process. We also recognize that coordination between multiple jurisdictions can take time. If Kalamazoo Township chooses to participate within the next year, the Road Commission will work with the township toward implementation of traffic calming measures on Borgess Drive and Pristine Avenue.

Thank you again for your participation and interest in improving neighborhood safety.

Sincerely,

Road Commission of Kalamazoo County





MEMO

Charter Township of Comstock Township Board July 20, 2026

From: Supervisor Ben Martin, Supervisor

Re: Appointment of Wellhead Protection Ordinance Administrators

Attachments:

[Ord 535.pdf](#)

CHARTER TOWNSHIP OF COMSTOCK

ORDINANCE NO. 535

WELLHEAD PROTECTION ORDINANCE

THE CHARTER TOWNSHIP OF COMSTOCK ORDAINS:

Section 1.

A. Intent / Purpose

The intent of the Charter Township of Comstock Wellhead Protection Ordinance is to safeguard the health, safety, and welfare of persons served by the Public Water Supply System by protecting groundwater that serves as drinking water, thus providing a safe potable water supply now and for future generations.

B. Definitions

The following definitions apply to this ordinance:

Best Management Practices (BMP) means the best available methods, activities, maintenance procedures, technologies, operating methods or management practices for preventing or reducing the quantity of Regulated Substances entering groundwater and surface water from a particular land use activity.

Capture Zone means that area through which water travels below the surface and reaches a municipal well or wellfield within a specified period of time (under specified conditions set by EGLE). This ordinance addresses both a one-year and ten-year time-of-travel capture zone. The capture zones are shown on the Wellhead Protection Ordinance Capture Zone Map, attached to this Ordinance and incorporated herein by this reference.

City means the City of Kalamazoo.

Groundwater means the water below the land surface in a zone of saturation, excluding those waters in underground piping for water, wastewater, or stormwater distribution/collection systems.

Michigan Department of Environment, Great Lakes, and Energy (EGLE) shall include its predecessors and successors.

Performance Standards shall mean those BMPs and engineering controls contained within the document "Performance Standards for Groundwater Protection within Wellhead Protection Capture Zones and Stormwater Quality

Management” which is adopted by resolution of the Township Board and which may be amended by resolution of the Township Board as necessary to incorporate new or modified BMPs and engineering controls. The Wellhead Protection Administrator shall maintain the document and shall at times be prepared to consult and distribute the most recently adopted performance standards, a copy of which shall also be retained by the Township Clerk with resolution date indicated thereon.

RCRA means the Resource Conservation and Recovery Act of 1976 (Pub. L. 94-580; 42 U.S.C. 6901 et seq.), as amended.

Regulated Substances shall include:

1. Substances for which there is a safety data sheet (SDS), as established by the Globally Harmonized System of Classification and Labelling of Chemicals, and the SDS cites possible health hazards for said substance;
2. Hazardous Waste, as defined by the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended;
3. Hazardous Substance, as defined by the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) when the hazardous substance is the focus of remedial or removal action being conducted under CERCLA in accordance with the U.S. EPA regulations;
4. Radiological materials; and
5. Biohazards.

Regulated Substances shall not, however, include:

1. Substances in a parked or stopped vehicle in transit, provided the vehicle is stopped or parked for less than 72 hours;
2. Substances, such as gasoline or oil, in operable motor vehicles or boats so long as used solely for the operation of the vehicle, but not the tanker portion of a tank truck;
3. Pressurized gases such as chlorine, propane, hydrogen, and nitrogen when in a chemical storage tank;

4. Refrigerants contained within equipment and used for on-site air cooling or in household appliances;
5. Substances contained within electrical utility transformers/switches; or
6. Substances used in construction for which all necessary permits have been obtained, and in accordance with the "Performance Standards."

Release means the spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing of one or more regulated substances upon or into any land or water within a capture zone. Release includes, without limitation, leakage of such materials from failed or discarded containers or storage systems and disposal of such materials into any on-site sewage disposal system, dry-well, catch basin, or landfill. The term "release" when used and applied herein does not include:

1. Disposal in accordance with all applicable legal requirements, including those in RCRA and CERCLA, of hazardous wastes in a Facility that has received and maintained all necessary legal approvals for that purpose;
2. Disposal of any substance in compliance with applicable legal requirements, including without limitation, the terms and provisions of a valid municipal, state, or federal permit;
3. Disposal, in accordance with all legal requirements, of any substance to a sanitary sewer system that has received and maintained all necessary legal approvals for that purpose;
4. Disposal, in accordance with all legal requirements, of "sanitary sewage" to subsurface sewage disposal systems as defined and permitted by the State of Michigan or Kalamazoo County Environmental Health;
5. A release for which there is no obligation to report under Federal, State, or other local regulations that occurs on an impervious ground surface (e.g., building floor or concrete driveway) that is effectively cleaned up before reaching permeable ground (e.g., unpaved), a dry well, a storm sewer, or surface water body; or
6. The application of agricultural chemicals, fertilizers, mineral acids, organic sulfur compounds, etc. as used in routine agricultural operations and applied under the "Generally Accepted Agricultural Management Practices," and consistent with label directions

approved by the United States Environmental Protection Agency or the Michigan Department of Agriculture and Rural Development (MDARD).

Spill Contingency Plan means a written site-specific plan conforming to the specifications contained in the "Performance Standards," including the documentation of general site operations; Regulated Substance storage areas; potential for releases of Regulated Substances and an analysis of the potential destination of such releases; and procedures to be followed in the event of a release.

Township means The Charter Township of Comstock.

Wellhead is any individual well used for supplying water.

Wellhead Protection Board of Appeals shall be the Charter Township of Comstock Planning Commission unless the Township Board by resolution designates a separate Wellhead Protection Board of Appeals.

C. Responsibility for Administration

The Township Board shall, by Resolution, designate a person or persons who shall administer, implement and enforce the provisions of this ordinance. That person shall be known as the Wellhead Protection Administrator.

D. Prohibitions within Ten (10) Year Time-of-Travel (TOT) Capture Zone.

Within a ten-year time-of-travel capture zone, no person shall, nor cause or allow another over whom he or she has control to:

1. Release or allow the release of a Regulated Substance, alone or in combination with other materials (such as fill) in such a manner that the substance gains access to the ground, to a storm sewer or surface water or in any other way such that the substance might enter the groundwater if doing so creates a reasonable likelihood of an adverse impact upon the groundwater;
2. Possess a Regulated Substance, including fuels (e.g., gasoline, diesel, kerosene, etc.) exceeding fifty-five (55) gallons aggregate for liquid materials, or four-hundred forty (440) pounds aggregate for dry weights, unless prepackaged and intended for retail sale or for commercial or household use (such as salt used in water softeners, fertilizers, pesticides, herbicides, etc.), or unless engineering controls are designed and implemented consistent with the "Performance Standards," BMPs, the Fire Code, and applicable

State of Michigan laws and regulations. The following, however, shall not be considered prohibited activities:

- a. The use of underground oil and water separators and stormwater treatment structures which meet the conditions of the "Performance Standards;
 - b. The use of current hazardous waste storage areas at RCRA permitted facilities;
 - c. Laboratory activities, consistent with all local,, state, and federal regulations.
3. Operate a scrap and recycling yard;
 4. Operate a sanitary / solid waste landfill;
 5. Use oil, waste oil or similar liquid petroleum-type products for dust suppression;
 6. Install a private water well for the purpose of drinking water or irrigation if, in the determination of the Township, public water service is reasonably available;
 7. Install or use a private water well not installed for the purpose of drinking water or irrigation unless it is determined by the Township that the well owner (or representative) has scientifically demonstrated that the well will not cause an adverse impact to the public water supply;
 8. Use any private well if said use is likely to cause an adverse impact to the public water supply;
 9. Excavate, extract, or mine sand, gravel, bedrock or any other type of earth if a permit or site plan review is required unless the property owner has established, to the Township's satisfaction, that the activity will not cause an adverse impact to the public water supply;
 10. Allow the presence of an abandoned well, which is defined as any well which has either been discontinued for more than one year, is in such disrepair that its continued use for obtaining groundwater is impractical, has been left uncompleted, is a threat to groundwater resources, or is a health or safety hazard. A well shall not be considered abandoned if it has been properly plugged pursuant to The Groundwater Quality Control Act, Part 127, 1978 PA 368; or

11. Drill for natural gas or petroleum, whether for exploration, production or otherwise.

E. Prohibitions Within One (1) Year TOT Capture Zone.

Within a one-year time-of-travel capture zone, no person shall, nor cause or allow another, over whom he or she has control, to:

1. Engage in any activity prohibited in the 10-Year TOT capture zone;
2. Possess Regulated Substances, including fuels (e.g., gasoline, diesel, kerosene, etc.), exceeding fifty-five (55) gallons aggregate for liquid materials or four-hundred forty (440) pounds aggregate for dry weights, such as sometimes occurs with activities such as fueling service establishments, motor vehicle repair, body repair; trucking or bus terminals; primary metal product industries; metal plating, polishing, etching, engraving, anodizing or similar processes; lawn, garden, pesticide and agricultural services with on-site bulk mixing or blending of fertilizers, pesticides and other industry-related chemicals for commercial application; and dry cleaning facilities with on-site cleaning service; or
3. Construct or replace any privy, privy vault, septic tank system, cesspool, or other facility intended or used for the disposal of domestic or non-domestic wastewater if in the determination of the Township, a public sanitary sewer is reasonably available.

F. Well Isolation Distance Restrictions

Within either capture zone, no person shall cause or allow uses or activities that would violate the terms and conditions set forth in the document "Minimum Well Isolation Distances (From Contamination Sources and Buildings), Part 127, Act 368, P.A. 1978 and Act 399, PA 1976" as prepared by the EGLE, Drinking Water and Environmental Health Division (DWEHD), as it may be amended, which, for the purpose of this section, shall be deemed to apply to all persons, unless approved in writing by the Township Wellhead Protection Administrator.

G. Determination of Capture Zone Boundaries

In determining whether a property is within a capture zone, the following shall apply:

1. Where a capture zone line that delineates the boundary of one or more zones passes through a property, the entire parcel shall be subject to the restrictions that apply to the more restrictive zone.
2. The Township Wellhead Protection Administrator or his or her designee shall have the authority to interpret the capture zone and determine where the boundaries of the different zones fall, if in dispute. Said interpretation may be appealed to the Wellhead Protection Board of Appeals, appointed by the Township Board.

H. Continuation of Existing Facilities and Land Uses

All facilities shall meet the requirements of the "Performance Standards" and/or shall prepare a Spill Contingency Plan within two years from the adoption date of this ordinance.

I. Requirements Regarding Release of Regulated Substance

1. Upon discovery of a release within a capture zone, the owner and person in control of the property on which a release occurred, as well as the person responsible for the release, shall take appropriate reasonable actions to mitigate the potential impact of the release on groundwater and remediate the release. Within 24-hours of such release, the owner or person responsible for the release shall notify the Township and the City of Kalamazoo Public Services Director. Remediation must be conducted in a timely manner and in accordance with applicable law. Wastes generated during remediation of a Regulated Substance release must be handled in accordance with all applicable legal requirements. Storage of these materials for a period of greater than ninety (90) days must be reported to, and approval obtained from, the Township Wellhead Protection Administrator.
2. All releases shall be documented in writing and notice thereof shall be mailed to the Township within ten (10) business days of said incident. Initial release notification shall include, at a minimum, the following:
 - a. Location of the release (address, and name and phone number of property owner);
 - b. Reporting party's name, address, email address, and phone(s) (if different from above);
 - c. Emergency contact and phone;
 - d. Description and photographs of the nature of the incident, including date, time, location, and cause of the incident; type, concentration, and volume of substance(s) released;

- e. Map showing exact release location, and relevant site features (i.e., paved area, storm sewer catch basins/inlets, water features, etc.), scale, and north arrow;
 - f. All measures taken to clean up the release; and
 - g. All measures proposed to be taken to reduce and prevent any future release.
3. The Township Wellhead Protection Administrator or his/her designee shall use the Regulated Substance Release Report to determine if and where any additional investigative work needs to be completed to assess the potential impact of the release. The owner or operator shall retain a copy of the written notice for at least three years.

J. Inactive Operations

This section applies to any business or other operation ("operation") that is inactive, is within a capture zone, and at which there are regulated substances. For purposes of this section, "inactive" is defined to include those businesses or operations that are unoccupied and have no activity for at least thirty (30) days. Those who own or control such an inactive operation shall do the following:

1. Within 7 days of the operation becoming inactive, take such steps as necessary to secure the site such that vandals and all other persons cannot gain access to the regulated substances;
2. Within 30 days of the operation becoming inactive, provide to the Township Wellhead Protection Administrator a document that identifies the site, the date of inactivity, the regulated substances, quantities and storage conditions that exist on site, and the name, address, email address and phone number(s) of both the owner and the person in control of the site; and
3. Within 6 months of the operation becoming inactive, remove all regulated substances from the site. This does not include those substances used for heating, cooling, or electrical lighting.

K. Enforcement

1. Whenever the Township determines that a person has violated a provision of this Ordinance, the Township may order compliance by issuing a written Notice of Violation to the responsible person/facility.
2. If the Township requires abatement of a violation and/or restoration of affected property, the notice shall set forth a deadline by which such action must be completed. Said notice may further advise that, should the violator fail to remediate or restore within the

established deadline, the work will be performed by the Township, with the resulting expense thereof charged to the violator.

3. Nothing within this section shall limit the Township's authority to seek injunctive relief and/or a search warrant allowing entry onto the premises and abatement of the violation to protect the public health, safety and welfare.

L. Variance / Appeal Rights

1. If an owner of property within a capture zone believes the requirements of this ordinance impose an unreasonable burden on the use of the owner's property, the owner may seek a variance from the Township Wellhead Protection Administrator (or his or her designee). Such a request must be in writing with enough detail to allow the Township Wellhead Protection Administrator to understand the situation and proposed variance. If the Township Wellhead Protection Administrator determines that additional information is needed, the request for additional information shall be made within 30 days of the owner's request. Within 30 days of the receipt of such additional information, or, if no such request is made, within 30 days of the owner's request, the Township Wellhead Protection Administrator shall issue a written response to the owner. The response shall grant, deny, or grant partial or different relief than was requested. A grant, partial or complete, may relieve the property owner from strict compliance of this ordinance. Reasonable conditions may be imposed as part of such a grant. The Township Wellhead Protection Administrator shall be guided by the primary goal of protecting the municipal well fields without creating undue hardship upon the property owners affected.
2. Any person receiving a Notice of Violation or whose variance request has been denied in whole or in part may appeal the determination set forth within the Notice or the variance decision to the Township Wellhead Protection Board of Appeals by submitting a written notice of appeal to the Township. The notice of appeal must be received by the Township Wellhead Protection Administrator within 30 days from the date of the Notice of Violation, with enough detail to allow the Township Wellhead Protection Board of Appeals to understand the situation. Within 30 days of the receipt of such an appeal, the Wellhead Protection Board of Appeals shall set the matter for hearing. Notice of the hearing shall be given in writing to the applicant and to the City of Kalamazoo Department of Public Services Director. The applicant shall be given the opportunity to present evidence at the hearing in person or in writing or by representative. The Board of Appeals

shall issue a written decision on the appeal. The Township Wellhead Protection Board of Appeals' response shall affirm, reverse, or modify the Notice of Violation being appealed.

3. If the person who has made an appeal does not agree with the Township Wellhead Protection Board of Appeals' decision, said person may appeal the matter by filing an appeal in the Kalamazoo Circuit Court, which may affirm, reverse or modify the decision being appealed. Such an appeal must be filed within 30 days of the Township Wellhead Protection Board of Appeals' decision.

M. Abatement / Remedial Activities by the Township

1. Any condition caused or permitted to exist in violation of any of the provisions of this Ordinance is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the violator's expense. The Township is authorized to take any legal action necessary to abate, enjoin, or otherwise compel the cessation of such nuisance.
2. The Township may seek authority to enter the premises to take or may contract with others to take reasonable and necessary abatement or remedial activities whenever the Township determines a violation of this Ordinance has occurred and that the responsible party cannot or will not timely correct the violation, or when no known responsible party exists. The responsible party shall reimburse the Township for all reasonable expenses thus incurred by the Township.
3. The remedies listed in this Ordinance are not exclusive of any other remedies available under any applicable local, state, or federal law and it is within the discretion of the Township to seek cumulative remedies.

N. Violation & Penalty

Any violation of this Ordinance or any order made in accordance with this Ordinance constitutes a misdemeanor, punishable by a fine of not more than \$500.00 or imprisonment of not more than 90 days, together with repayment of costs incurred by the Township in prosecuting the action; in abating the violation or seeking injunctive relief. Each day a violation exists shall be deemed to be a separate violation. A citation under this Ordinance may be issued by a sheriff's deputy, the Township's Ordinance Enforcement Officer or the Township's Wellhead Protection Administrator.

REPEALER

All former ordinances or parts of ordinances conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

SEVERABILITY

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, said portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this ordinance.

EFFECTIVE DATE

This Ordinance is effective on the 30th day following publication of a summary thereof, after adoption by the Township Board.



MEMO

Charter Township of Comstock Township Board July 20, 2026

From: Supervisor Ben Martin, Supervisor

Re: Resolution #2026-11 to Adopt Millage Ballot Language

Our local police millage has expired and will need to go to the voters in November to decide if it should be renewed. Attorney Thall has prepared language for the board to consider.

Attachments:

[Resolution 2026-11- law enforcement renewal 2026.docx](#)

**CHARTER TOWNSHIP OF COMSTOCK
KALAMAZOO COUNTY, MICHIGAN**

RESOLUTION #2026-11 TO ADOPT MILLAGE BALLOT LANGUAGE

BE IT HEREBY RESOLVED that the Township Board of Comstock Charter Township hereby approves the following millage ballot question language and directs the Clerk to submit it to be placed on the November 3, 2026 election ballot:

PROPOSAL TO RENEW LAW ENFORCEMENT MILLAGE

“Shall the expired previously voted charter millage for the Charter Township of Comstock of 1.0 mill (\$1.00 per \$1,000 taxable value) for law enforcement services, as reduced to .9920 mill (\$0.9920 per \$1,000 taxable value) by the required millage rollbacks, be renewed at up to .9920 mill (\$0.9920 per \$1,000 taxable value) and levied for four years, 2026 through 2029 inclusive, to provide funds to be allocated for law enforcement services, a portion of which may be disbursed to Kalamazoo County or such other or fewer local units of government as the Township Board determines appropriate, which levy will raise an estimated \$813,904 in the first year?

[] Yes
[] No”

Motion made by _____, seconded by _____.

Upon roll call vote the following voted “Aye”:

Upon roll call vote the following voted: “No”:

The Supervisor declared the resolution adopted.

Nicole Beauchamp, Clerk

CERTIFICATE

I, Nicole Beauchamp, the duly elected and acting Clerk of the Charter Township of Comstock hereby certify that the foregoing resolution was adopted by the Township Board by a roll call vote at a regular meeting of the Board held on _____, 2026 at which meeting a quorum was present; and that this resolution was ordered to take immediate effect.

Nicole Beauchamp, Clerk



MEMO

Charter Township of Comstock Township Board July 20, 2026

From: Supervisor Ben Martin, Supervisor

Re: Sheriff Contract & Possible Action

Attachments:

[Comstock 2027 Sheriff.docx](#)

POLICE PROTECTION AGREEMENT

This Agreement is made this ____ day of ____ December ____, 2026, by and between the County of Kalamazoo, hereinafter designated "County"; the Sheriff of Kalamazoo County, Michigan, hereinafter designated "Sheriff"; and Comstock Township, hereinafter designated "The Township." pursuant to MCL 124.501 et. Seq., hereinafter referred to as the "Urban Cooperation Act of 1967).

WITNESSETH:

WHEREAS, the Township desires to contract with the County and the Sheriff for the performance of the law enforcement services set forth herein; and

WHEREAS, the County and the Sheriff are agreeable to rendering such services on the terms and conditions set forth herein; and

WHEREAS, the Township and the COUNTY are both "local governmental units" as defined in MCL §124.502(b) and wish to jointly exercise certain powers as set forth herein and as authorized by the Urban Cooperation Act of 1967;

NOW, THEREFORE, in consideration of the promises, covenants, and conditions hereinafter contained, IT IS HEREBY AGREED by and between the parties hereto as follows:

1. The parties, under the authority of MCL §124.502, hereby agree that the County, through the Sheriff, shall provide police protection and enforcement of state and local laws and ordinances of the Township, subject to the terms and conditions hereinafter contained. Within the limitations of available personnel, the Sheriff hereby covenants and agrees to furnish police protection under the terms and conditions set forth.
2. For the 3-year time period of January 1st, 2027, through December 31st, 2029, the County, through the Sheriff agree to provide the equivalent of four (4) full-time Uniformed Services Section Deputies, with appropriate experience, to service the Township with police protection and to provide the necessary hours for overtime in relation to the routine duties of those officers.
 - a. In addition, the County, through the Sheriff, agree to provide necessary associated personnel, equipment, and services, and other various indirect and associated costs in support of the above.
 - b. The parties may extend this 3-year Agreement for up to two additional one-year periods by mutual agreement.

3. Sheriff's obligations under this Agreement shall include the enforcement of laws and ordinances, apprehension of offenders, protection of life and property, preservation of peace, and orderly conduct.
4. The parties acknowledge that the compensation structure outlined herein reflects a shared "true cost of services" model, intended to more equitably allocate the full cost of providing professional law enforcement services.

For the performance of the above-described services, the Township agrees to pay:

- Wages as established under the applicable collective bargaining agreement for assigned personnel and set forth in Exhibit 1. These wages are subject to change during contract negotiations between Kalamazoo County and the Kalamazoo County Sheriff's Deputies Association. The rate schedule may be adjusted during the term of this Agreement to reflect any changes resulting from a newly ratified Collective Bargaining Agreement. Compensation shall be based on the wage step of the assigned Deputy, Sergeant, or Detective Sergeant, and include any applicable shift differential, township overtime, and fringe benefit cost.
- Fuel cost as determined by Fuel Card Audits performed monthly and billed to the township quarterly for the specific vehicles assigned to the Township.
- Each quarterly invoice shall include an administrative fee equal to ten percent (10%) of the above-mentioned costs (wage calculations and fuel costs). This administrative fee supports the broader costs associated with providing contracted law enforcement services and may be used for, including but not limited to, fleet replacement and maintenance, equipment, technology, training, onboarding, fleet insurance, Liability insurance, and administrative support necessary for service delivery.

The Sheriff's Office shall submit an itemized quarterly invoice detailing the direct costs associated with providing police protection services, including the days and hours worked by each assigned position.

For informational purposes, actual costs of police services have been attached hereto as Exhibit 3.

Payment shall be made within ten (10) days of receipt of the invoice.

5. **Backfill Coverage for Contracted Deputies.** The Sheriff's Office shall not be obligated to automatically backfill a contracted Deputy's absence due to vacation, extended medical leave, military leave, or any other approved leave of absence unless directed to do so by the Township. Upon the Township's request, the Sheriff's Office will make reasonable efforts to provide backfill coverage to maintain

the agreed-upon level of police protection services. Any costs associated with such backfill coverage, including wages, overtime, fringe benefits, or other personnel-related expenses incurred by the Sheriff's Office, shall be the financial responsibility of the Township. These costs will be itemized and reflected on the Township's quarterly invoice.

6. The Sheriff will provide reports through the Sheriff's Liaison or Command Officer assigned to the township. The reports will reflect the call volume, and type of calls monitored. The report will show trends and tracking related to the township. The reports described in this section may include, but shall not be limited to, an Annual Report; Monthly Statistical Reports; and Year-to-Date Statistical Reports.
7. If the township intends to extend this Agreement it will notify the County and the Sheriff's Office in writing on or before October 1st of the year in which the Agreement initially expires, or as may be first extended, and submit a request describing the police services desired. As soon as practicable after receiving a request, the County and the Sheriff will provide the township with a written statement of the costs for such services. The parties will work in good faith to enter into a new Agreement for the subsequent year(s).
8. The contracted officers will work principally within the boundaries of the township and will not be deployed by the Sheriff outside of said boundaries, except in case of general public emergencies, riots, or civil disturbances, or general inter-municipal cooperation in a search and apprehension in a general inter-municipal cooperative law enforcement effort. The Sheriff's Office will inform the Kalamazoo County Consolidated Dispatch Authority of the stipulations of this paragraph.
9. The normal Sheriff's police protection will be continued within the township and will not be reduced as a result of this Agreement or as a result of additional police service provided hereunder. Patrol officers assigned to the township under this Agreement will enforce local ordinances as well as State law and County ordinances. The officers will not be utilized for functions or duties other than those related to law enforcement or police protection.
10. All patrol officers will be deputy sheriffs and directly accountable to the Sheriff.
11. The County will provide insurance for the motor vehicle(s) used in the performance of the services described in this Agreement, as well as the liability and workers' compensation insurance coverage for any personnel assigned to duty in the township. "Insurance", insofar as vehicles and personnel are concerned, means the

coverage provided by the County as of the effective date of this Agreement. If such coverage is discontinued for any reason, the County will notify the township immediately.

- 12.** It is expressly understood and agreed by the parties hereto that the requirements of this Agreement will not be construed as in any way affecting the collective bargaining agreement covering the personnel assigned to the township under this Agreement including, but not limited to, the addition of provisions thereto or subtraction of provisions therefrom.
- 13.** In carrying out the terms of this Agreement, the parties will adhere to all applicable Federal, State and local laws, regulations and policies prohibiting discrimination. The parties, as required by law and/or policy will not discriminate against persons to receive services under this Agreement or against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status or political affiliation or beliefs. Breach of this covenant will be regarded as a material breach of this Agreement.
- 14.** No failure or delay on the part of any of the parties to this Agreement in exercising any right, power or privilege hereunder will operate as a waiver thereof nor will a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.
- 15.** This Agreement is not intended to be a third-party beneficiary contract and confers no rights on anyone other than the parties hereto.
- 16.** This Agreement contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof will have any validity or bind any of the parties hereto and any prior agreements will be null and void.
- 17.** If any clause or provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that clause or provision will be null and void, and any such invalidity or unenforceability will not affect the validity or enforceability of the remainder of this Agreement. It will be considered to be deleted, and the remainder

of this Agreement will not be affected thereby. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of this Agreement, this Agreement will be considered to have terminated as of the date in which the provision was rendered invalid or unenforceable.

- 18.** This Agreement will be subject to and construed in accordance with the laws of the State of Michigan. In the event any disputes arise under this Agreement, it is understood and agreed that any legal or equitable action resulting from such disputes will be in Michigan Courts whose jurisdiction and venue will be established in accordance with the statutes and Court Rules of the State of Michigan. In the event any action is brought in or is moved to a federal court the venue for such action will be the Federal Judicial District of Michigan, Western District, Southern Division.
- 19.** This Agreement may be terminated by either party hereto delivering to the other parties, a written notice of the party's intent to terminate this Agreement; 90 days after delivery of such written notice, this Agreement will end and be null and void thereafter. This Agreement may also be terminated pursuant to the provisions of Section 6 of this Agreement if The Township or the County indicates their unwillingness to continue the Agreement for another calendar year. In the event of early termination, any amount paid or due on the monthly installment(s) will be prorated on a daily basis to the effective date of the termination.
- 20.** Neither party may assign any part of this Agreement to a third party without written consent of the other party.
- 21.** This Agreement may be executed in several counterparts, each of which shall be original, and which shall constitute one and the same instrument.
- 22.** The Individuals signing on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties
- 23.** All notices or demands required to be given under this Agreement shall be in writing and either delivered by hand, sent by electronic mail, or sent by first class mail postage prepaid through the United States postal system and addressed to the parties to be affected as follows:

As to City/Township/Village

Address
City/state/Zip

Attn: Corporation Counsel
201 W. Kalamazoo Ave
Kalamazoo, MI 49007

As to the County
As to the Sheriff
1500 Lamont Ave
Kalamazoo, MI 49048

- 24.** The Individuals signing on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

IN WITNESS WHEREOF, the authorized representatives of the parties hereto have executed this Agreement the day and date first above written.

Comstock Township

Name (Print): _____
Signature: _____ Date: _____
Title: _____

County of Kalamazoo

Name (Print): Jennifer A. Strebs
Signature: _____ Date: _____
Title: Chairperson, County Board of Commissioners

Sheriff of Kalamazoo County

Name (Print): Richard C. Fuller III
Signature: _____ Date: _____
Title: Sheriff

EXHIBIT 1

*2026 Deputy Hourly Wage Scale	Hourly Rate	Overtime 10%	Allocation 54%	Total Hourly Rate	Total Cost
D19 - A Step	\$28.31	\$ 2.83	\$ 16.82	\$ 47.96	\$ 99,746.62
D19 - B Step	\$29.91	\$ 2.99	\$ 17.77	\$ 50.67	\$ 105,389.89
D19 - C Step	\$31.51	\$ 3.15	\$ 18.72	\$ 53.38	\$ 111,033.16
D19 - D Step	\$33.11	\$ 3.31	\$ 19.67	\$ 56.09	\$ 116,676.43
D19 - E Step	\$34.69	\$ 3.47	\$ 20.61	\$ 58.77	\$ 122,246.41
D19 - F Step	\$36.32	\$ 3.63	\$ 21.57	\$ 61.52	\$ 127,962.97
D19 - G Step	\$37.92	\$ 3.79	\$ 22.52	\$ 64.23	\$ 133,606.24
D19 - H Step	\$42.13	\$ 4.21	\$ 25.03	\$ 71.37	\$ 148,447.31

***Estimated cost - Not yet vetted through Finance**

*2026 Sergeant / Det. Sergeant Hourly Wage Scale	Hourly Rate	Overtime 10%	Allocation 54%	Total Hourly Rate	Total Cost
E22 - A Step	\$32.65	\$ 3.26	\$ 19.39	\$ 55.30	\$ 115,027.42
E22 - B Step	\$34.54	\$ 3.45	\$ 20.52	\$ 58.51	\$ 121,696.74
E22 - C Step	\$36.44	\$ 3.64	\$ 21.65	\$ 61.73	\$ 128,402.71
E22 - D Step	\$38.32	\$ 3.83	\$ 22.76	\$ 64.92	\$ 135,035.38
E22 - E Step	\$40.23	\$ 4.02	\$ 23.89	\$ 68.14	\$ 141,741.34
E22 - F Step	\$42.10	\$ 4.21	\$ 25.01	\$ 71.32	\$ 148,337.37
E22 - G Step	\$44.01	\$ 4.40	\$ 26.14	\$ 74.56	\$ 155,079.98
E22 - H Step	\$47.01	\$ 4.70	\$ 27.92	\$ 79.63	\$ 165,640.68

***Estimated cost - Not yet vetted through Finance**

*2027 Deputy Hourly Wage Scale	Hourly Rate	Overtime 10%	Allocation 54%	Total Hourly Rate	Total Cost
D19 - A Step	\$29.16	\$ 2.92	\$ 17.32	\$ 49.39	\$ 102,739.02
D19 - B Step	\$30.81	\$ 3.08	\$ 18.30	\$ 52.19	\$ 108,551.59
D19 - C Step	\$32.46	\$ 3.25	\$ 19.28	\$ 54.98	\$ 114,364.16
D19 - D Step	\$34.11	\$ 3.41	\$ 20.26	\$ 57.78	\$ 120,176.72
D19 - E Step	\$35.74	\$ 3.57	\$ 21.23	\$ 60.54	\$ 125,913.80
D19 - F Step	\$37.41	\$ 3.74	\$ 22.22	\$ 63.37	\$ 131,801.86
D19 - G Step	\$39.06	\$ 3.91	\$ 23.20	\$ 66.16	\$ 137,614.43
D19 - H Step	\$43.39	\$ 4.34	\$ 25.78	\$ 73.51	\$ 152,900.73

***Estimated cost - Not yet vetted through Finance**

*2027 Sergeant / Det. Sergeant Hourly Wage Scale	Hourly Rate	Overtime 10%	Allocation 54%	Total Hourly Rate	Total Cost
E22 - A Step	\$33.62	\$ 3.36	\$ 19.97	\$ 56.96	\$ 118,478.25
E22 - B Step	\$35.57	\$ 3.56	\$ 21.13	\$ 60.26	\$ 125,347.65
E22 - C Step	\$37.53	\$ 3.75	\$ 22.30	\$ 63.58	\$ 132,254.79
E22 - D Step	\$39.47	\$ 3.95	\$ 23.45	\$ 66.87	\$ 139,086.44
E22 - E Step	\$41.43	\$ 4.14	\$ 24.61	\$ 70.19	\$ 145,993.58
E22 - F Step	\$43.36	\$ 4.34	\$ 25.76	\$ 73.46	\$ 152,787.49
E22 - G Step	\$45.33	\$ 4.53	\$ 26.93	\$ 76.79	\$ 159,732.38
E22 - H Step	\$48.42	\$ 4.84	\$ 28.76	\$ 82.02	\$ 170,609.90

***Estimated cost - Not yet vetted through Finance**

EXHIBIT 2

Community Policing Officers (CPOs) will focus on proactive engagement, crime prevention, and strengthening the relationship between law enforcement and residents. Their primary role will be separate from general call-taking officers and traffic enforcement, allowing them to concentrate on building community trust, addressing localized issues, and maintaining a visible presence in high-density residential areas and business districts. Focusing on these primary responsibilities will still lead to generating calls for service and preliminary and follow-up investigations.

CPO Primary Responsibilities:

Community Engagement: Building relationships with residents, business owners, and community leaders.

Event Coordination: Organizing and participating in township events, neighborhood watch meetings, and safety presentations.

Problem-solving: Addressing recurring issues such as trespassing, vandalism, panhandling, homelessness, or other concerns raised by residents.

Coverage & Shifts:

Shift Structure: 12-hour rotating shifts, providing coverage seven days a week from 8 a.m. to 8 p.m. This ensures coverage during weekends, when community events are more likely to occur, and during early morning and evening hours.

- Week 1 A.) M, T, F, S
 B.) Su, W, Th
- Week 2 A.) Su, W, Th
 B.) M, T, F, S

Recommended Coverage: One officer primarily focused on high-density housing and the other on business districts, with flexibility to adjust based on seasonal or event-based demands.

Comstock Township and KCSO will remain open to schedule discussions throughout to one year contract based on the needs of the Township and the staffing ability of KCSO. No schedule modifications or changes will occur unless both parties discuss and agree to the changes.

Detective Sergeant Primary Responsibilities:

Investigation Oversight: Lead investigations related to crimes within Comstock Township, ensuring timely follow-up and resolution.

Community Rapport: Build and maintain relationships with local business owners, housing managers, and residents to foster cooperation during investigations.

Data-Driven Policing: Develop heat maps, identify crime trends, and propose prevention strategies in coordination with patrol units and township leaders.

Traffic and Safety Concerns: Evaluate and recommend solutions for traffic-related issues within the township, particularly in areas of high-density traffic.

Collaboration: Coordinate with other law enforcement agencies for cross-jurisdictional crime investigations and information sharing.

Board Reporting: Present crime data, trends, and prevention strategies to the Township Board as requested.

Reporting: The Sheriff's Office will provide the township with monthly reports on Calls for Service data. These reports will include but are not limited to, specific trends in Uniform Crime Reporting (UCR) crimes and traffic-related incidents, which are pre-approved by the Sheriff. The following special reports may be provided by the Comstock Det./Sgt. monthly or as requested by the township board.

- CFS Heat maps
 - All CFS
 - Specific incident-type heat map
 - Month-to-month comparison heat map
 - Traffic accident heat maps.
- Comstock Township Deputies
 - Venue of reports taken (in/out of the Twp.)
 - Explanation of out-of-area activity.
- Traffic Car Activity
 - Citation Report
- Township Alarms Report
- Criminal Case Submissions
 - Approval / Denied stats.
 - Felony / Misdemeanor submissions with approved/denied.
- Behavioral Health Closures / pick up orders. (data only, no names)



MEMO

Charter Township of Comstock Township Board July 20, 2026

From: Supervisor Ben Martin, Supervisor

Re: EPS Security Update

Board Discussion & Possible Action

Attachments:

[00000057623PROPOSALNAccessProposal \(2\).pdf](#)



Comstock Township Hall

5858 King Hwy

Kalamazoo MI 49048

RE: Add Panic, Lockdown features

The proposed EPS access control system will be programmed and managed by ☐ EPS ☐ you or your staff on site. This system enables ☐ EPS ☐ you to manage and record the activity of all card holders within the specified areas. The programmability of this systems allows control not only who has access but at what time and to which area.

Access Control Equipment to be Installed

- 1 DMP Wireless Panic 2-Button - Mounted
- 3 Momentary Hold-Up Button
- 400 Wlre 22/2 Stranded
- 1 Alarm Controls RP-09L Remote Wall Plate, LEDs
- 1 Standard 4" Back Box
- 6 5' WIRE MOLD WHITE

Access Control System Investment

One Time Installation Charge \$2,150.00 Plus Tax

☒ **Tax Exempt (If checked, Plus Tax above is void)**

Monthly Services \$5.00

- ☒ **Service Agreement**
- ☐ **Administration**
- ☐ **Reports**
- ☐ **Preventative Maintenance**

Photo ID Badging System:

- ☐ **Badging Software**
- ☐ **Printer**
- ☐ **Camera, Lighting Kit & Tripod**
- ☐ **Color Ribbon & Cleaning Kit**

Installation and Proposal Terms

The installation charges in this proposal include all design, wiring, mounting of control equipment programming, final system testing and user training. The system design is based upon our best estimate of the system you are requesting. Additional equipment may be added by you at additional costs. The service agreement covers repair and replacement of any and all equipment that fault due to normal causes.

Pricing is valid for a period of 30 days from date of proposal. Sales tax is not included in the pricing and, if applicable, will be added at the time of invoicing.

Customer acknowledges and agrees permit fees will be billed direct to customer as a passthrough cost on the final invoice.

Additional Notes and Exclusions

Existing Equipment: If EPS is connecting to existing equipment, the existing equipment will be tested and inspected by an EPS technician. If equipment is discovered to not be in good working order or is not compatible with the new EPS equipment EPS is installing, it will be the responsibility of the customer for the repair or replacement of the equipment.

- 25% deposit required on COMMERCIAL accounts. EPS will invoice the deposit prior to work commencing.
- 50% deposit required on RESIDENTIAL accounts. EPS will invoice the deposit prior to work commencing.
- EPS reserves the right to progress bill the installation based on a % of completion for installation that exceeds 60 days

Michael J. Pelton

Security Consultant

(616) 459-0281 ext.

mpelton@epssecurity.com

06/30/2026



MEMO

Charter Township of Comstock Township Board July 20, 2026

From: Bret Padgett

Re: Cash Summary by Fund - June 2026

Attached is a cash summary by fund for the month ending June 30, 2026.

Attachments:

[CashSummarybyFund - JUN26.pdf](#)

CASH SUMMARY REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

From 06/01/2026 to 06/30/2026

Account	Description	Beginning Balance 06/01/2026	Total Debits	Total Credits	Ending Balance 06/30/2026
Fund: 101	GENERAL FUND				
001.000	CASH - CHECKING	478,186.38	112,217.89	678,360.93	(87,956.66)
002.020	CASH - MICHIGAN CLASS	1,210,097.14	3,728.02	0.00	1,213,825.16
003.030	CD - SOUTHERN MI BANK & TRUST	0.00	0.00	0.00	0.00
003.032	CD - SOUTHERN MI BANK & TRUST	0.00	0.00	0.00	0.00
004.000	IMPREST & PETTY CASH	2,300.00	0.00	0.00	2,300.00
	GENERAL FUND	1,690,583.52	115,945.91	678,360.93	1,128,168.50
Fund: 204	MUNICIPAL STREET FUND				
001.000	CASH - CHECKING	571,414.04	180.59	259,368.42	312,226.21
002.020	CASH - MICHIGAN CLASS	506,661.76	1,560.90	0.00	508,222.66
	MUNICIPAL STREET FUND	1,078,075.80	1,741.49	259,368.42	820,448.87
Fund: 206	FIRE OPERATING FUND				
001.000	CASH - CHECKING	601,770.18	8,029.40	255,636.95	354,162.63
002.020	CASH - MICHIGAN CLASS	1,515,076.05	4,667.58	0.00	1,519,743.63
003.030	CD - SOUTHERN MI BANK & TRUST	0.00	0.00	0.00	0.00
003.032	CD - SOUTHERN MI BANK & TRUST	0.00	0.00	0.00	0.00
004.000	IMPREST & PETTY CASH	50.00	0.00	0.00	50.00
	FIRE OPERATING FUND	2,116,896.23	12,696.98	255,636.95	1,873,956.26
Fund: 207	POLICE FUND				
001.000	CASH - CHECKING	378,386.05	218.98	0.00	378,605.03
002.020	CASH - MICHIGAN CLASS	555,855.17	1,712.46	0.00	557,567.63
003.032	CD - SOUTHERN MI BANK & TRUST	0.00	0.00	0.00	0.00
	POLICE FUND	934,241.22	1,931.44	0.00	936,172.66
Fund: 211	FIRE CAPITAL IMPROVEMENT FUND				
001.000	CASH - CHECKING	347,292.19	192.65	14,410.00	333,074.84
002.020	CASH - MICHIGAN CLASS	2,469,544.53	7,608.07	0.00	2,477,152.60
	FIRE CAPITAL IMPROVEMENT FUND	2,816,836.72	7,800.72	14,410.00	2,810,227.44
Fund: 219	STREET LIGHTING FUND				
001.000	CASH - CHECKING	1,015.58	0.59	0.00	1,016.17
	STREET LIGHTING FUND	1,015.58	0.59	0.00	1,016.17
Fund: 223	WATER SYSTEM FUND				
001.000	CASH - CHECKING	212,891.27	123.20	0.00	213,014.47
002.020	CASH - MICHIGAN CLASS	552,280.94	1,701.44	0.00	553,982.38
017.010	FIFTH THIRD SECURITIES	46,366.51	104.06	0.00	46,470.57
	WATER SYSTEM FUND	811,538.72	1,928.70	0.00	813,467.42
Fund: 225	SEWER SYSTEM FUND				
001.000	CASH - CHECKING	303,734.54	2,176.87	105.00	305,806.41
002.020	CASH - MICHIGAN CLASS	461,451.93	1,421.62	0.00	462,873.55
003.030	CD - SOUTHERN MI BANK & TRUST	1,060,569.34	3,540.35	0.00	1,064,109.69
017.010	FIFTH THIRD SECURITIES	0.00	0.00	0.00	0.00
	SEWER SYSTEM FUND	1,825,755.81	7,138.84	105.00	1,832,789.65
Fund: 248	DOWNTOWN DEVELOPMENT AUTHORITY FUND				
001.000	CASH - CHECKING	32,215.70	518.52	720.00	32,014.22
002.020	CASH - MICHIGAN CLASS	210,926.64	649.83	0.00	211,576.47
	DOWNTOWN DEVELOPMENT AUTHORITY FUND	243,142.34	1,168.35	720.00	243,590.69
Fund: 249	BUILDING DEPARTMENT FUND				

CASH SUMMARY REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

From 06/01/2026 to 06/30/2026

Account	Description	Beginning Balance 06/01/2026	Total Debits	Total Credits	Ending Balance 06/30/2026
Fund: 249	BUILDING DEPARTMENT FUND				
001.000	CASH - CHECKING	63,045.51	36.49	0.00	63,082.00
	BUILDING DEPARTMENT FUND	63,045.51	36.49	0.00	63,082.00
Fund: 271	LIBRARY FUND				
001.000	CASH - CHECKING	574,899.50	1,376.89	77,158.35	499,118.04
002.020	CASH - MICHIGAN CLASS	987,971.87	3,043.70	0.00	991,015.57
002.070	CASH - CONSUMERS CREDIT UNION	25.54	0.00	0.00	25.54
003.020	CD - MERCANTILE BANK	209,801.70	0.00	0.00	209,801.70
003.052	CD - CIBC US	221,538.08	0.00	0.00	221,538.08
003.060	CD - HORIZON BANK	231,340.20	668.42	0.00	232,008.62
003.070	CD - CONSUMERS CREDIT UNION	230,181.90	721.00	0.00	230,902.90
004.000	IMPREST & PETTY CASH	100.00	0.00	0.00	100.00
	LIBRARY FUND	2,455,858.79	5,810.01	77,158.35	2,384,510.45
Fund: 284	OPIOID SETTLEMENT FUND				
001.000	CASH - CHECKING	17,626.34	220.84	0.00	17,847.18
	OPIOID SETTLEMENT FUND	17,626.34	220.84	0.00	17,847.18
Fund: 296	SENIOR SERVICES FUND				
001.000	CASH - CHECKING	70,979.04	0.00	16,704.30	54,274.74
	SENIOR SERVICES FUND	70,979.04	0.00	16,704.30	54,274.74
Fund: 365	PUBLIC WORKS PROJECTS DEBT				
001.000	CASH - CHECKING	0.00	0.00	0.00	0.00
	PUBLIC WORKS PROJECTS DEBT	0.00	0.00	0.00	0.00
Fund: 401	CAPITAL PROJECT FUND				
001.000	CASH - CHECKING	0.00	0.00	0.00	0.00
	CAPITAL PROJECT FUND	0.00	0.00	0.00	0.00
Fund: 701	GENERAL CUSTODIAL FUND				
001.000	CASH - CHECKING	55,437.00	132.00	132.00	55,437.00
	GENERAL CUSTODIAL FUND	55,437.00	132.00	132.00	55,437.00
Fund: 703	CURRENT TAX COLLECTION FUND				
001.000	CASH - CHECKING	1,070.55	449.82	0.00	1,520.37
	CURRENT TAX COLLECTION FUND	1,070.55	449.82	0.00	1,520.37
	REPORT TOTALS:	14,182,103.17	157,002.18	1,302,595.95	13,036,509.40



MEMO

Charter Township of Comstock Township Board July 20, 2026

From: Bret Padgett

Re: Cash Summary by Bank Account - June 2026

Attached is a cash summary by bank account for the month ending June 30, 2026.

Attachments:

[CashSummarybyBankAccount-JUN26.pdf](#)

Cash Summary By Bank Account for Comstock Township
From 6/1 to 6/30/2026

	General Account		Tax Account		Trust & Agency Account		Digital Payments Account	
Beginning Balance	\$	4,037,467.07	\$	1,284.31	\$	55,415.00	\$	1,404.76
Add: Deposits/Credits		395,769.76		3,018.00		192.00		8,946.82
Less: Checks		(835,874.68)		-		(132.00)		-
Less: Withdrawals/Debits		(891,203.21)		(3,018.00)		(60.00)		(8,875.47)
Ending Balance	\$	2,706,158.94	\$	1,284.31	\$	55,415.00	\$	1,476.11



MEMO

Charter Township of Comstock Township Board July 20, 2026

From: Bret Padgett

Re: Quarterly Investment Report - 2nd Quarter 2026

Attached is the investment report for the quarter ending June 30, 2026.

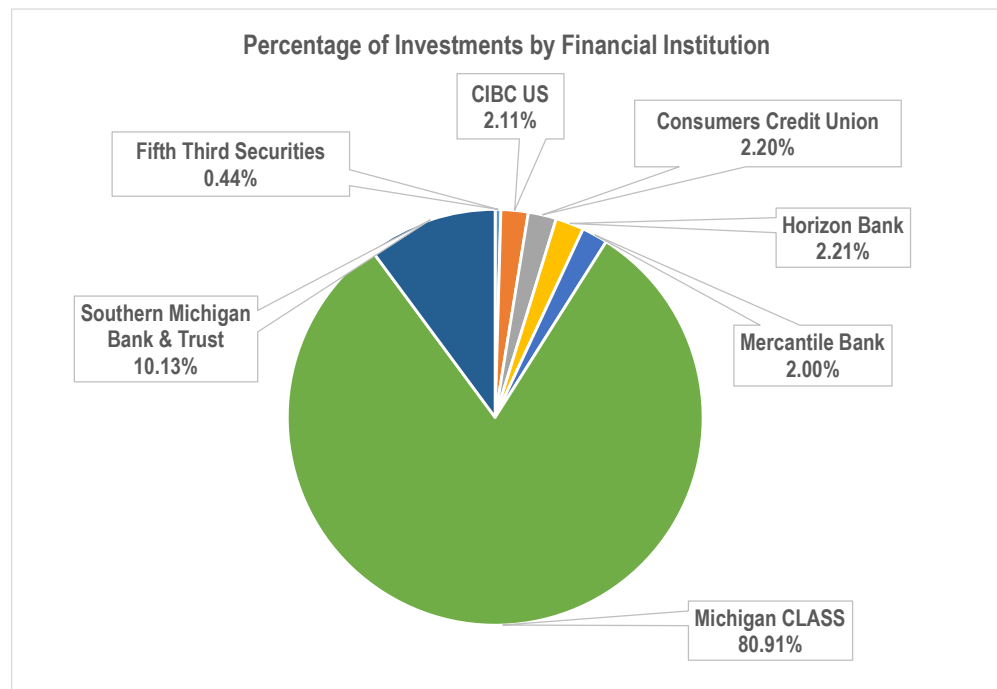
Attachments:

[Quarterly Investment Report 2Q26.pdf](#)

Charter Township of Comstock
Quarterly Investment Report
Period Ending June 30, 2026

Investments by Financial Institution

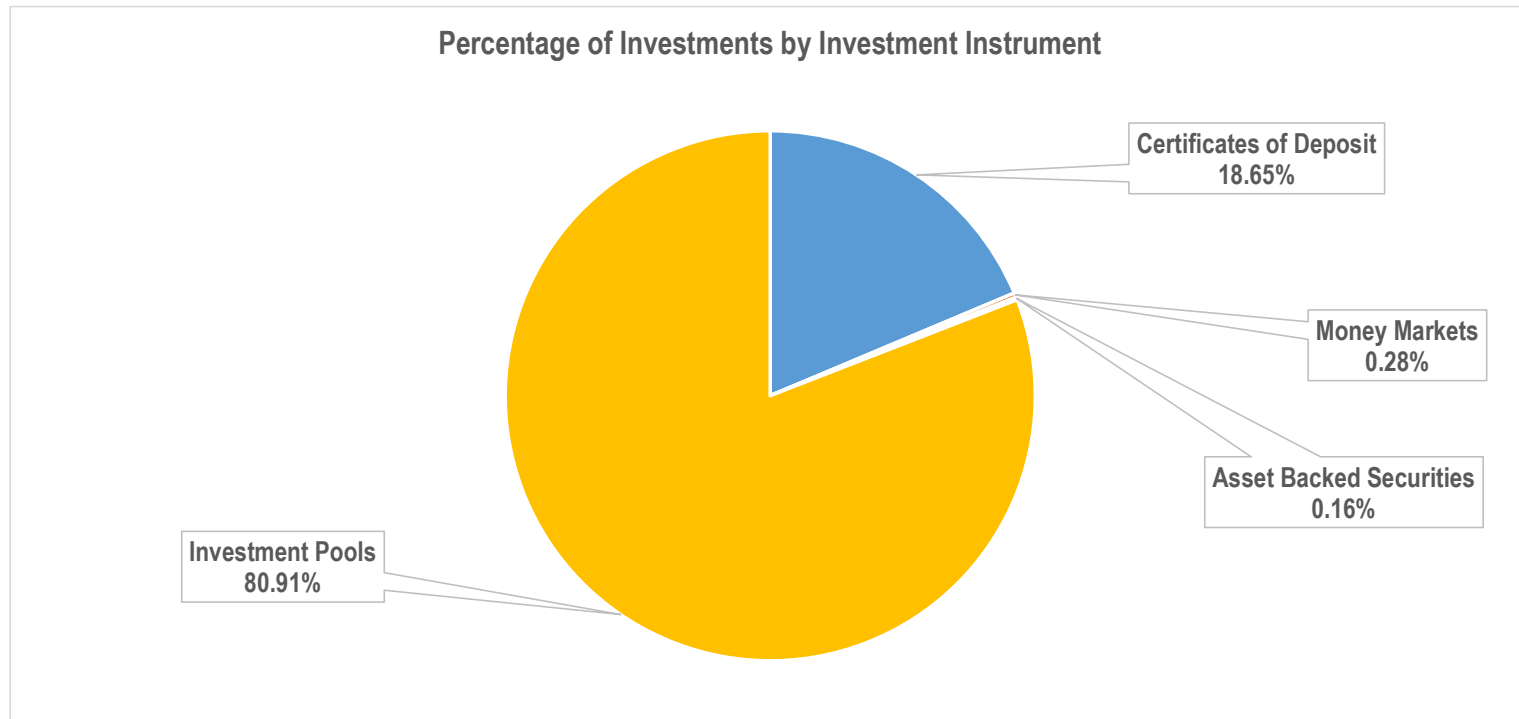
Financial Institution	Investment Instrument	Beginning Balance (4/1/26)	Purchases/Deposits	Interest/Dividends	Change In Value	Withdrawals	Ending Balance (6/30/26)
Fifth Third Securities	Asset Backed Securities	\$ 18,043.13	\$ (819.46)	\$ 133.71	\$ (161.61)	\$ -	\$ 17,195.77
	Money Markets	28,205.23	819.46	250.11	-	-	29,274.80
	Total Fifth Third Securities	46,248.36	-	383.82	(161.61)	-	46,470.57
CIBC US	Certificates of Deposit	221,538.08	-	-	-	-	221,538.08
	Total CIBC US	221,538.08	-	-	-	-	221,538.08
Consumers Credit Union	Certificates of Deposit	228,769.71	-	2,133.19	-	-	230,902.90
	Total Consumers CU	228,769.71	-	2,133.19	-	-	230,902.90
Horizon Bank	Certificates of Deposit	230,030.49	-	1,978.13	-	-	232,008.62
	Total Horizon Bank	230,030.49	-	1,978.13	-	-	232,008.62
Mercantile Bank	Certificates of Deposit	209,801.70	-	-	-	-	209,801.70
	Total Mercantile Bank	209,801.70	-	-	-	-	209,801.70
Michigan CLASS	Investment Pool	9,909,712.25	-	86,247.40	-	(1,500,000.00)	8,495,959.65
	Total Michigan CLASS	9,909,712.25	-	86,247.40	-	(1,500,000.00)	8,495,959.65
Southern Michigan Bank & Trust	Certificates of Deposit	1,053,637.03	-	10,472.66	-	-	1,064,109.69
	Total Southern Michigan	1,053,637.03	-	10,472.66	-	-	1,064,109.69
Totals		\$ 11,899,737.62	\$ -	\$ 101,215.20	\$ (161.61)	\$ (1,500,000.00)	\$ 10,500,791.21



Charter Township of Comstock
Quarterly Investment Report
Period Ending June 30, 2026

Investments by Investment Instrument

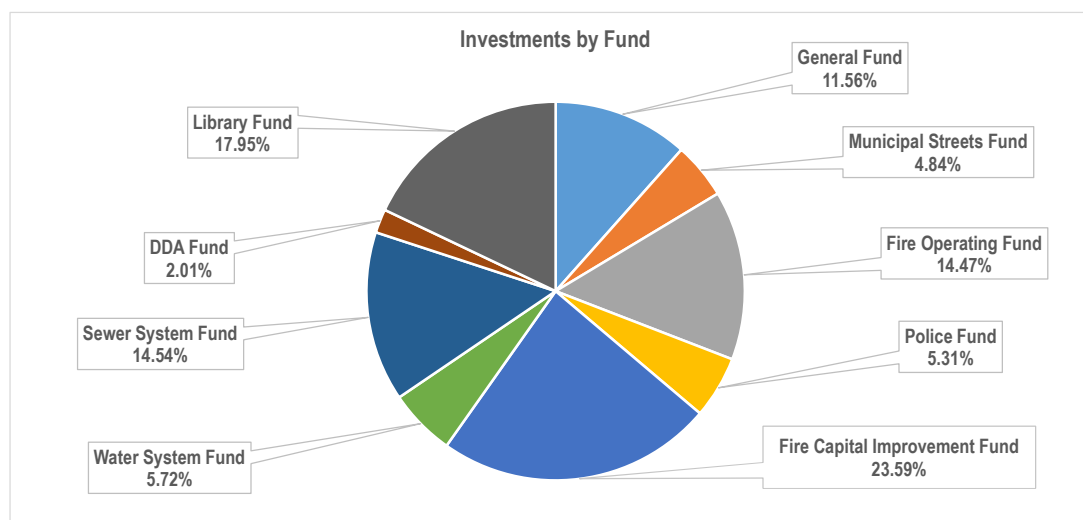
Investment Instrument	Financial Institution	Beginning Balance (4/1/26)	Purchases/Deposits	Interest/Dividends	Change In Value	Withdrawals	Ending Balance (6/30/26)
Certificates of Deposit	CIBC US	\$ 221,538.08	\$ -	\$ -	\$ -	\$ -	\$ 221,538.08
	Consumers Credit Union	228,769.71	-	2,133.19	-	-	230,902.90
	Horizon Bank	230,030.49	-	1,978.13	-	-	232,008.62
	Mercantile Bank	209,801.70	-	-	-	-	209,801.70
	Southern Michigan Bank & Trust	1,053,637.03	-	10,472.66	-	-	1,064,109.69
	Total CDs	1,943,777.01	-	14,583.98	-	-	1,958,360.99
Money Markets	Fifth Third Securities	28,205.23	819.46	250.11	-	-	29,274.80
	Total Money Markets	28,205.23	819.46	250.11	-	-	29,274.80
Asset Backed Securities	Fifth Third Securities	18,043.13	(819.46)	133.71	(161.61)	-	17,195.77
	Total Asset Backed Securities	18,043.13	(819.46)	133.71	(161.61)	-	17,195.77
Investment Pools	Michigan CLASS	9,909,712.25	-	86,247.40	-	(1,500,000.00)	8,495,959.65
	Total Investment Pools	9,909,712.25	-	86,247.40	-	(1,500,000.00)	8,495,959.65
Totals		\$ 11,899,737.62	\$ -	\$ 101,215.20	\$ (161.61)	\$ (1,500,000.00)	\$ 10,500,791.21



Charter Township of Comstock
Quarterly Investment Report
Period Ending June 30, 2026

Investments By Fund

Fund	Investment	Beginning Balance (4/1/26)	Purchases/Deposits	Interest/Dividends	Change In Value	Withdrawals	Ending Balance (6/30/26)
General Fund	Michigan CLASS	1,202,161.99	-	11,663.17	-	-	1,213,825.16
	Total General Fund	1,202,161.99	-	11,663.17	-	-	1,213,825.16
Municipal Streets Fund	Michigan CLASS	1,001,801.66	-	6,421.00	-	(500,000.00)	508,222.66
	Total Municipal Streets Fund	1,001,801.66	-	6,421.00	-	(500,000.00)	508,222.66
Fire Operating Fund	Michigan CLASS	2,003,603.32	-	16,140.31	-	(500,000.00)	1,519,743.63
	Total Fire Operating Fund	2,003,603.32	-	16,140.31	-	(500,000.00)	1,519,743.63
Police Fund	Michigan CLASS	801,441.33	-	6,126.30	-	(250,000.00)	557,567.63
	Total Police Fund	801,441.33	-	6,126.30	-	(250,000.00)	557,567.63
Fire Capital Improvement Fund	Michigan CLASS	2,453,350.62	-	23,801.98	-	-	2,477,152.60
	Total Fire Capital Fund	2,453,350.62	-	23,801.98	-	-	2,477,152.60
Water System Fund	Fifth Third Securities	46,248.36	-	383.82	(161.61)	-	46,470.57
	Michigan CLASS	548,659.38	-	5,323.00	-	-	553,982.38
	Total Water System Fund	594,907.74	-	5,706.82	(161.61)	-	600,452.95
Sewer System Fund	Michigan CLASS	458,425.98	-	4,447.57	-	-	462,873.55
	Southern Michigan Bank & Trust CD	1,053,637.03	-	10,472.66	-	-	1,064,109.69
	Total Sewer System Fund	1,512,063.01	-	14,920.23	-	-	1,526,983.24
DDA Fund	Michigan CLASS	209,543.52	-	2,032.95	-	-	211,576.47
	Total DDA Fund	209,543.52	-	2,032.95	-	-	211,576.47
Library Fund	Consumers Credit Union CD	228,769.71	-	2,133.19	-	-	230,902.90
	CIBC US CD	221,538.08	-	-	-	-	221,538.08
	Horizon Bank CD	230,030.49	-	1,978.13	-	-	232,008.62
	Mercantile Bank CD	209,801.70	-	-	-	-	209,801.70
	Michigan CLASS	1,230,724.45	-	10,291.12	-	(250,000.00)	991,015.57
	Total Library Fund	2,120,864.43	-	14,402.44	-	(250,000.00)	1,885,266.87
Totals		\$ 11,899,737.62	\$ -	\$ 101,215.20	\$ (161.61)	\$ (1,500,000.00)	\$ 10,500,791.21





MEMO

Charter Township of Comstock Township Board July 20, 2026

From: Clerk Nicole Beauchamp, Township Clerk

Re: June 2026 Sheriff's Reports

Attachments:

[6 June - CFS by Call Source and Venue.pdf](#)

Dispatched CFS by Call Source & Venue

Description: This report shows all Law Enforcement events dispatched by the Kalamazoo County Consolidated Dispatch Authority within the specified township(s) for the specified month.

Call Source / Call Type Description	COMSTOCK
Citizen Initiated	736
Suspicious	88
Trouble with Subject	53
Check Welfare	46
Retail Fraud	45
Assist Person	45
911 Hangup/Misdial	40
Trespassing	37
PD Accident	34
Alarm	17
Civil Calls	15
Assault/DV	14
Motorist Assist	14
Follow up	13
Assist Other Department	12
Warrant Service	12
Peace Officer	12
Panhandler/Vagrant/Solicitor	12
Traffic Hazard	11
Larceny	11
Known PI Accident	11
MDP	10
Fraud	9
Hit & Run Accident	9
Felonious Assault	9
Harassing TX/Texts	9
Disturbance/Fight	8
Burglary/Illegal Entry	8
Noise Complaint	8
Fireworks	8
Vehicle Theft (UDAA)	8
Suicide/Attempt	7
Traffic Mishap/Accidental Damage	6
Abandoned Vehicle-Private Property	6
BOL	5
VRDL/TICKETS	5
Lost/Found Property	5
Harrassment/Misc Criminal	5
B&E/Larceny From Veh	5
Juvenile Mischief	4
R&O/Fleeing	4
Assist Fire Dept	4



Missing Person	4
Drugs/VCSA	3
Shots Fired	3
Behavioral Health Petition	3
Recover Stolen Vehicle	3
Service For Department	3
Death Investigation	2
Accident with Unknown Injuries	2
Priority 1 Medical	2
Ordinance Violation	2
CSC	2
OWI/OUID	2
Conservation/Littering	1
Arson	1
Priority 3 Medical	1
Property Check - Commercial	1
Forgery/U&P/Counterfeit	1
Health & Safety	1
Vehicle Inspection	1
Obs Justice	1
Prisoner Transport	1
Directed Patrol	1
Animal Complaint	1
Road Commission/MDOT Notify	1
Arrest On Warrant (Other Dept)	1
Robbery	1
Unk Accident - Crash Notify	1
Indecent Exposure/Peeping	1
Priority 2 Medical	1
Abandoned Vehicle	1
Crowd	1
Stalking	1
Misd Traffic (DWLS)	1
Officer Initiated	320
Traffic Stop	186
Suspicious	27
Follow up	23
Directed Patrol	16
Warrant Service	10
Service For Department	7
Motorist Assist	6
Check Welfare	5
Misd Traffic (DWLS)	5
Drugs/VCSA	4
Assist Other Department	4
Abandoned Vehicle	4
Child Abuse/Neglect	3
Retail Fraud	3



Trespassing	2
Traffic Hazard	2
Maintenance	2
Assist Person	1
PR/PRB/PRS	1
Behavioral Health Petition	1
Property Check - Commercial	1
Lost/Found Property	1
R&O/Fleeing	1
Disturbance/Fight	1
Recover Stolen Vehicle	1
Panhandler/Vagrant/Solicitor	1
Community Policing/Crime Prev	1
Fraud	1
Other	62
Alarm	12
Retail Fraud	8
Larceny	5
MDP	4
Panhandler/Vagrant/Solicitor	4
Fraud	4
Noise Complaint	3
Suspicious	3
Fireworks	2
Abandoned Vehicle-Private Property	2
Civil Calls	2
Assist Person	2
Recover Stolen Vehicle	1
Parking Complaint	1
Check Welfare	1
B&E/Larceny From Veh	1
Property Check - Residential	1
Harrassment/Misc Criminal	1
Assault/DV	1
Other Criminal Complaint	1
Trouble with Subject	1
Hit & Run Accident	1
Lost/Found Property	1

Top ten Calls for Service Types in June





MEMO

Charter Township of Comstock Township Board July 20, 2026

From: Clerk Nicole Beauchamp, Township Clerk

Re: June 2026 KABA Reports

Attachments:

[Comstock Township June 2026 Commercial Permit List.pdf](#)

[Comstock Township June 2026 Residential Permit List.pdf](#)

[Comstock Township June 2026 Special Permit \(Property Maintenance\).pdf](#)

[June 2026 & YTD Permits & Revenue by Jurisdiction.pdf](#)

Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB26-07-104	910 JENKS BLVD	06-17-135-351	HOPE REFORMED CHURCH		06/09/2026	\$108.00	\$0
Work Description: Install handrail on both sides of existing sidewalk per plans.							

Total Permits For Type:	1
Total Fees For Type:	\$108.00
Total Const. Value For Type:	\$0

Com Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB26-07-200	9880 E MICHIGAN AVE	07-23-235-010	SENSIBLE PROPERTIES		06/04/2026	\$278.00	\$0
Work Description: Interior alteration to include adding break area and ADA restrooms per plans.							
PB26-07-229	5460 GULL RD	07-06-380-035	AMERICAN VILLAGE DEVELOPMENT	Horizon Retail Const	06/23/2026	\$269.00	\$269
Work Description: Expansion and remodel of existing tenant suite B into tenant suite C per plans.							
NO CHANGE OF OCCUPANCY CATEGORY							
PB26-07-231	5140 E ML AVE	07-30-305-030	PALMIRA PROPERTIES INC	Kalleward Group	06/16/2026	\$1,620.00	\$415,416
Work Description: 2048 s.f. 1 story slab on grade office addition to existing 3619 s.f. office building per plans.							
FIRE SUPPRESSION NOT REQUIRED NOT PROVIDED							
PB26-07-273	5560 GULL RD	07-06-405-015	COMERICA BANK	Valley City Sign	06/15/2026	\$182.00	\$0
Work Description: New sign package for 5/3 bank							

PB26-07-286	2423 S SPRINKLE RD	07-30-305-005	2423 SPRINKLE ROAD LLC	Jakes Fireworks/Torres	06/16/2026	\$108.00	\$0
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Work Description: 40' x 80' temporary tent for fireworks sale. Portable generator to be grounded in accordance with 2023 NEC								
PB26-07-287	6100 GULL RD	07-05-155-056	SHANK TIMOTHY F	Jakes Fireworks/Torr	06/16/2026	\$108.00		\$0
Work Description: 30' x 60' Temporary tent structure for fireworks sale. PORTABLE GENERATOR TO BE GROUNDED IN ACCORDANCE WITH 2023 NEC								
PB26-07-289	5800 GULL RD	07-06-430-024	GOODWILL CO INC #21		06/15/2026	\$108.00		\$0
Work Description: Permit for the erection of a 20' x 40' Temporary tent structure for retail fireworks sales. Portable generator to comply with 2023 NEC. REQUIRED INSPECTIONS: 1. FINAL								
PB26-07-314	5070 GULL RD	07-06-360-245	STRATEGIES OFFICE PA	Gutsue Construction	06/24/2026	\$231.00		\$0
Work Description: Interior remodel due to water leak and construct new walls to create 5 new offices.								

Total Permits For Type: 8

Total Fees For Type: \$2,904.00

Total Const. Value For Type: \$415,685

Report Summary

Population: All Records

Grand Total Fees: \$3,012.00

Grand Total Permits: 9

GovernmentUnitList.UnitCode =
7 AND
Permit.DateIssued Between
6/1/2026 12:00:00 AM AND
6/30/2026 11:59:59 PM
AND
Permit.PermitType = Building OR
Permit.PermitType = Com
Building OR
Permit.PermitType = Res Building

Grand Total Const. Value:

\$415,685

Res Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB26-07-269	6230 WRIGHT ST	07-20-171-401	EBLA ENTERPRISE LLC	AHI Group LLC	06/05/2026	\$767.00	\$196,827
Work Description: New 1 story 3 bed 2 bath slab on grade single family dwelling per plans.							
PB26-07-278	10133 E HJ AVE	07-12-155-041	BOWLING LAWRENCE I	Central Quality Const	06/18/2026	\$182.00	\$37,800
Work Description: 30' x 40' post frame detached accessory structure per plans. FOOTINGS TO BE A MINIMUM OF 18" DIAMETER							
PB26-07-282	1053 ANTLER ST	07-15-162-485	BEAUCHAMP MATTHEW	Samuel Miller	06/22/2026	\$182.00	\$40,320
Work Description: New 32' x 40' post frame detached accessory structure per plans.							
PB26-07-288	3951 N 28TH ST	07-05-290-090	WILL CYNTHIA & LEAK	Kalamazoo Excavatic	06/10/2026	\$81.00	\$0
Work Description: Demolish and remove inground swimming pool. BRANCH CIRCUIT FOR POOL PUMP TO BE TERMINATED PRIOR TO FINAL INSPECTION.							
PB26-07-291	4641 COTTAGEWOOD CIR	07-04-240-330	PIWKO GARY M & JILL T	Hutcherson Construc	06/16/2026	\$182.00	\$5,087
Work Description: Remove exisintg deck and construct 9.5' x 17' deck per plans.							
PB26-07-295	2988 N 30TH ST	07-10-105-080	PRATT ROBERT & HELE		06/22/2026	\$338.00	\$86,751
Work Description: 2754 s.f post frame detached accessory structure per plans.							
PB26-07-301	3953 PRAIRIE HILL ST	07-05-287-030	SNYDER ROBERT & CHI	Arizona Solar Solutio	06/22/2026	\$108.00	\$0
Work Description: New 30 panel roof mounted solar array per plans.							
PB26-07-307	1045 ANTLER ST	07-15-161-360	KOHTALA ANDREW J &	Mike Schaaf	06/25/2026	\$182.00	\$0
Work Description: Remove existing 3/0 door, widen opening to accommodate 6/0 slider door. DBL 2x12 header and 3 jacks per side							

PB26-07-309	3733 STARCHIEF ST	07-05-425-110	NORRICK BRANDON &	Construction Services	06/17/2026	\$182.00	\$0
Work Description: Fire damage repair to include replacing 3 floor joists and subflooring and remove and replace drywall and insulation in basement							
PB26-07-310	9255 E H AVE	07-02-385-011	VAN DYKEN HENRY &		06/26/2026	\$182.00	\$24,192
Work Description: Construct 24'x24' post frame detached accessory structure with 24' x 8' roof overhang over existing slab per plans.							
PB26-07-319	7240 SAGINAW DR	07-16-355-328	LAMBDIN JAMES & SYL	Arizona Solar Solutio	06/29/2026	\$108.00	\$0
Work Description: 22 panel roof mounted solar array per plans. 9.4kW							
PB26-07-320	10330 CRAVEN WAY	07-25-125-038	CRAMPTON ARTHUR II	Arizona Solar Solutio	06/29/2026	\$108.00	\$0
Work Description: 12 panel roof mounted solar array per plans. 5.28kW							
PB26-07-321	1785 PRESCOTT TRL	07-25-125-010	HAMAKER JAMES & AN	Arizona Solar Solutio	06/29/2026	\$108.00	\$0
Work Description: 16 panel roof mounted solar array per plans.							
PB26-07-329	5679 SUSAN AVE	07-18-252-100	MCCURLEY LYNETTE E	Blackberry Systems	06/24/2026	\$182.00	\$0
Work Description: Frame in opening and install slider door per plans.							
PB26-07-330	2079 N 35TH ST	07-12-305-019	MILLER JACOB T & AMA	Dale Traister	06/26/2026	\$182.00	\$0
Work Description: 16' x32' inground swimming pool with auto cover							

Total Permits For Type: 15

Total Fees For Type: \$3,074.00

Total Const. Value For Type: \$390,977

Report Summary

Permit.BasicUsage = Residential
AND
GovernmentUnitList.UnitCode =
7 AND
Permit.DateIssued Between
6/1/2026 12:00:00 AM AND
6/30/2026 11:59:59 PM
AND
Permit.PermitType = Building OR
Permit.PermitType = Com
Building OR
Permit.PermitType = Res Building

Grand Total Permits:

15

Grand Total Const. Value:

\$390,977

Property Maintenance Inspections

Comstock

07/01/2026

333

Special Permit

Permit #	Job Address	Parcel Number	Owner	Contractor	Date Entere	Fee Total Due
PS26-07-081	5980 WRIGHT ST	07-19-291-771	ODDY NATHANIEL		06/11/2026	<u>100.00</u>
Work Description: Property maintenance request from Comstock						
Property Maintenance Inspectio		Completed: <u>06/18/2026</u>				

Total Permits: 1

Total Fees Due: \$100.00

Population: All Records

GovernmentUnitList.UnitCode = 7 AND

Permit.PermitType = Special Permit AND

Permit.Status = HOLD (FEE) AND

Permit.Category = Jurisdiction Request AND

Inspection.DateTimeCompleted in <Previous month> [06/01/26 - 06/30/26]

2026 MONTHLY PERMITS BY JURISDICTION

MONTH OF JUNE 2026

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	24	6,086.00
COMSTOCK	ELECTRICAL	24	4,229.00
COMSTOCK	MECHANICAL	18	3,292.00
COMSTOCK	PLUMBING	6	780.00
COMSTOCK	SPECIAL - JURISDICTION	1	100.00
COMSTOCK	SPECIAL - HOMEOWNER	0	-
TOTAL COMSTOCK		73	\$ 14,487.00
KALAMAZOO	BUILDING	33	8,983.00
KALAMAZOO	ELECTRICAL	22	3,998.00
KALAMAZOO	MECHANICAL	44	6,346.00
KALAMAZOO	PLUMBING	27	3,728.00
KALAMAZOO	SPECIAL - JURISDICTION	6	650.00
KALAMAZOO	SPECIAL - HOMEOWNER	1	60.00
TOTAL KALAMAZOO		133	\$ 23,765.00
PARCHMENT	BUILDING	4	654.00
PARCHMENT	ELECTRICAL	2	378.00
PARCHMENT	MECHANICAL	6	946.00
PARCHMENT	PLUMBING	2	443.00
PARCHMENT	SPECIAL - JURISDICTION	1	100.00
PARCHMENT	SPECIAL - HOMEOWNER	0	-
TOTAL PARCHMENT		15	\$ 2,521.00
PINE GROVE	BUILDING	3	521.00
PINE GROVE	ELECTRICAL	5	858.00
PINE GROVE	MECHANICAL	8	1,558.00
PINE GROVE	PLUMBING	0	-
PINE GROVE	SPECIAL - JURISDICTION	0	-
PINE GROVE	SPECIAL - HOMEOWNER	1	60.00
TOTAL PINE GROVE		17	\$ 2,997.00
RICHLAND	BUILDING	17	3,219.00
RICHLAND	ELECTRICAL	12	2,212.00
RICHLAND	MECHANICAL	24	3,937.00
RICHLAND	PLUMBING	59	7,138.00
RICHLAND	SPECIAL - JURISDICTION	1	100.00
RICHLAND	SPECIAL - HOMEOWNER	0	-
TOTAL RICHLAND		113	\$ 16,606.00
RICHLAND VILLAGE	BUILDING	2	364.00
RICHLAND VILLAGE	ELECTRICAL	1	181.00
RICHLAND VILLAGE	MECHANICAL	1	140.00
RICHLAND VILLAGE	PLUMBING	0	-
RICHLAND VILLAGE	SPECIAL - JURISDICTION	0	-
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	-
TOTAL RICHLAND VILLAGE		4	\$ 685.00
TOTAL		355	\$ 61,061.00

REVENUE	REVENUE
JUNE 2025	% PREV YEAR MONTH
\$ 70,496.00	87%

PERMITS	PERMITS
JUNE 2025	% PREV YEAR MONTH
339	105%

2026 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF: JUNE 2026

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	81	21,294.00
COMSTOCK	ELECTRICAL	80	16,197.00
COMSTOCK	MECHANICAL	103	24,686.00
COMSTOCK	PLUMBING	40	6,071.00
COMSTOCK	SPECIAL - JURISDICTION	9	850.00
COMSTOCK	SPECIAL - HOMEOWNER	1	60.00
TOTAL COMSTOCK		314	\$ 69,158.00
KALAMAZOO	BUILDING	117	28,186.00
KALAMAZOO	ELECTRICAL	110	20,699.00
KALAMAZOO	MECHANICAL	164	26,699.00
KALAMAZOO	PLUMBING	82	12,252.00
KALAMAZOO	SPECIAL - JURISDICTION	63	6,350.00
KALAMAZOO	SPECIAL - HOMEOWNER	16	1,040.00
TOTAL KALAMAZOO		552	\$ 95,226.00
PARCHMENT	BUILDING	9	1,490.00
PARCHMENT	ELECTRICAL	7	1,035.00
PARCHMENT	MECHANICAL	16	2,510.00
PARCHMENT	PLUMBING	5	888.00
PARCHMENT	SPECIAL - JURISDICTION	4	500.00
PARCHMENT	SPECIAL - HOMEOWNER	0	-
TOTAL PARCHMENT		41	\$ 6,423.00
PINE GROVE	BUILDING	20	8,183.00
PINE GROVE	ELECTRICAL	20	3,565.00
PINE GROVE	MECHANICAL	28	5,166.65
PINE GROVE	PLUMBING	9	1,704.00
PINE GROVE	SPECIAL - JURISDICTION	0	-
PINE GROVE	SPECIAL - HOMEOWNER	2	120.00
TOTAL PINE GROVE		79	\$ 18,738.65
RICHLAND	BUILDING	67	32,104.00
RICHLAND	ELECTRICAL	78	18,509.00
RICHLAND	MECHANICAL	101	19,250.00
RICHLAND	PLUMBING	117	19,886.00
RICHLAND	SPECIAL - JURISDICTION	7	700.00
RICHLAND	SPECIAL - HOMEOWNER	0	-
TOTAL RICHLAND		370	\$ 90,449.00
RICHLAND VILLAGE	BUILDING	7	1,587.00
RICHLAND VILLAGE	ELECTRICAL	7	1,484.00
RICHLAND VILLAGE	MECHANICAL	11	1,786.00
RICHLAND VILLAGE	PLUMBING	2	380.00
RICHLAND VILLAGE	SPECIAL - JURISDICTION	0	-
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	-
TOTAL RICHLAND VILLAGE		27	\$ 5,237.00
TOTAL KABA	YTD	1383	285,231.65

REVENUE	REVENUE
YTD - JUNE 2025	% 2025 - YTD
\$ 386,346.30	73.8%

REVENUE
% 2026 YTD BUDGET
70%

PERMITS	PERMITS
YTD - JUNE 2025	% 2025 - YTD
1489	92.9%

2026 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
187	\$	37,595.00	JAN
197	\$	37,690.00	FEB
178	\$	43,826.65	MAR
193	\$	49,746.00	APR
273	\$	55,313.00	MAY
355	\$	61,061.00	JUN
-	\$	-	JUL
-	\$	-	AUG
-	\$	-	SEP
-	\$	-	OCT
-	\$	-	NOV
-	\$	-	DEC
1,383	\$	285,231.65	TOTAL



MEMO

Charter Township of Comstock Township Board July 20, 2026

From: Nicole Shook, Clerk Assistant/Deputy Clerk
Re: Bills Paid July 21, 2026

Please see attached

Attachments:
[Bills Paid_July 16 2026.pdf](#)

INVOICE DISTRIBUTION REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

EXP CHECK RUN DATES 07/16/2026 - 07/16/2026

POSTED AND UNPOSTED OPEN AND PAID

BANK ACCOUNTS: GEN - GENERAL (COMMON) DISBURSEMENTS - CHECK TYPE: PAPER CHECK

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 000 GENERAL					
101-000-801.000	CONTRACTED SERVICES	FISH WINDOW CLEANING	WINDOW CLEANING	193.00	164957
101-000-801.000	CONTRACTED SERVICES	CINTAS CORP	OFFICE MATS	186.67	164951
101-000-801.000	CONTRACTED SERVICES	MOLLY MAID	OFFICE CLEANING	1,140.00	164963
101-000-806.000	ENGINEERING SERVICES	PREIN & NEWHOF	PROFESSIONAL SERVICES JULY	2,976.60	164967
Total Department 000 GENERAL				4,496.27	
Department: 265 MAINTENANCE					
101-265-801.000	CONTRACTED SERVICES	CD LAWN MAINTENANCE	PARKS AND CEMETERY MOWING	4,290.00	164949
Total Department 265 MAINTENANCE				4,290.00	
Department: 301 ORDINANCE ENFORCEMENT					
101-301-801.000	CONTRACTED SERVICES	CD LAWN MAINTENANCE	ORDINANCE MOWING	700.00	164949
Total Department 301 ORDINANCE ENFORCEMENT				700.00	
Department: 528 RUBBISH COLLECTION/DISPOSAL					
101-528-801.000	CONTRACTED SERVICES	EGLE	COMPOSTING FACILITY	750.00	164955
Total Department 528 RUBBISH COLLECTION/DISPOSAL				750.00	
Department: 567 CEMETERIES					
101-567-801.000	CONTRACTED SERVICES	CD LAWN MAINTENANCE	PARKS AND CEMETERY MOWING	4,425.00	164949
Total Department 567 CEMETERIES				4,425.00	
Department: 703 COMMUNITY DEVELOPMENT					
101-703-255.099	PROJECT ESCROW - RW LAPINE PREIN & NEWHOF		PROFESSIONAL SERVICES JULY	77.50	164967
101-703-255.101	PROJECT ESCROW - SWAN/CYGN PREIN & NEWHOF		PROFESSIONAL SERVICES JULY	155.00	164967
101-703-255.106	PROJECT ESCROW - VAN BRUGG PREIN & NEWHOF		PROFESSIONAL SERVICES JULY	77.50	164967
Total Department 703 COMMUNITY DEVELOPMENT				310.00	
Department: 751 PARKS & RECREATION DEPARTMENT					
101-751-731.000	SUPPLIES/EQUIPMENT - OPERA GORDON FOOD SERVICE, INC		WENKE CONCESSIONS	133.36	164958
101-751-731.000	SUPPLIES/EQUIPMENT - OPERA GORDON FOOD SERVICE, INC		WENKE CONCESSIONS	96.46	164958
101-751-733.000	SUPPLIES/EQUIPMENT - FACIL SHERWIN-WILLIAMS COMPANY		FIELD PAINT	338.64	164970
101-751-801.000	CONTRACTED SERVICES	MOWCO	LOT GRADING S.W. DNR, WENKE	4,100.00	164965
101-751-801.000	CONTRACTED SERVICES	GREG'S TREE SERVICE	RMP STORM TREE REMOVAL	3,670.00	164959
101-751-801.000	CONTRACTED SERVICES	TYLER ADAMS	RMP SECURITY	4,969.75	164971
101-751-801.000	CONTRACTED SERVICES	AMY GORDON	13.5 GAMES TOTAL + UIC PAY	405.00	164945
101-751-801.000	CONTRACTED SERVICES	CONNER BEATTY	2 TOTAL GAMES	60.00	164953
101-751-801.000	CONTRACTED SERVICES	DONNA BEATTY	3 GAMES TOTAL	90.00	164954
101-751-801.000	CONTRACTED SERVICES	JOHN HUTCHINSON	3 GAMES TOTAL	90.00	164960
101-751-801.000	CONTRACTED SERVICES	CARSON NEELEY	2 GAME TOTAL	60.00	164948
101-751-801.000	CONTRACTED SERVICES	ALLEN NOGA	1 GAME	30.00	164944
Total Department 751 PARKS & RECREATION DEPARTMENT				14,043.21	
Total Fund 101 GENERAL FUND				29,014.48	
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-801.000	CONTRACTED SERVICES	CD LAWN MAINTENANCE	FIRE STATION MOWING	587.50	164949
206-000-930.000	LAND/BUILDING REPAIRS AND	WOLVERINE LAWN SERVICES	IRRIGATION LABOR/ CLAMPS	121.34	164974
206-000-930.000	LAND/BUILDING REPAIRS AND	R.W. LAPINE INC.	INSOECTION AND CLEANING	325.00	164968
206-000-930.000	LAND/BUILDING REPAIRS AND	ACCESS POINT ELECTRIC	LED AND SENSOR CHANGES	827.50	164943
206-000-931.000	EQUIPMENT REPAIRS AND MAIN	ROE-COMM, INC.	CHROME RAIN CAP	14.00	164969

INVOICE DISTRIBUTION REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

EXP CHECK RUN DATES 07/16/2026 - 07/16/2026

POSTED AND UNPOSTED OPEN AND PAID

BANK ACCOUNTS: GEN - GENERAL (COMMON) DISBURSEMENTS - CHECK TYPE: PAPER CHECK

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-932.000	VEHICLE REPAIRS AND MAINT	EMERGENCY VEHICLE PRODUCT	LABOR VEHICLE MAINT.	2,098.58	164956
206-000-932.000	VEHICLE REPAIRS AND MAINT	EMERGENCY VEHICLE PRODUCT	OIL FILTER & OIL	180.42	164956
206-000-932.000	VEHICLE REPAIRS AND MAINT	EMERGENCY VEHICLE PRODUCT	OIL FILTER & OIL TRICO WINTER BLADES-	1,622.19	164956
206-000-932.000	VEHICLE REPAIRS AND MAINT	EMERGENCY VEHICLE PRODUCT	LABOR HEATER CONTROL-321	993.43	164956
206-000-932.000	VEHICLE REPAIRS AND MAINT	CARRIER & GABLE, INC	VEHICLE INTERFACE/ KIT	186.00	164947
206-000-932.000	VEHICLE REPAIRS AND MAINT	WEST MICHIGAN INTERNATIONAL	REFINISH	3,000.00	164973
Total Department 000 GENERAL				9,955.96	
Total Fund 206 FIRE OPERATING FUND				9,955.96	
Fund: 211 FIRE CAPITAL IMPROVEMENT FUND					
Department: 000 GENERAL					
211-000-970.000	CAPITAL OUTLAY	JONES PETRIE RAFINSKI CORP	ARCHITECTURE	34,572.50	164961
211-000-970.000	CAPITAL OUTLAY	MOTOROLA SOLUTIONS, INC	MOBILE RADIOS ENHANCED	281,264.94	164964
Total Department 000 GENERAL				315,837.44	
Total Fund 211 FIRE CAPITAL IMPROVEMENT FUND				315,837.44	
Fund: 225 SEWER SYSTEM FUND					
Department: 000 GENERAL					
225-000-806.000	ENGINEERING SERVICES	PREIN & NEWHOF	PROFESSIONAL SERVICES JULY	626.75	164967
Total Department 000 GENERAL				626.75	
Total Fund 225 SEWER SYSTEM FUND				626.75	
Fund: 271 LIBRARY FUND					
Department: 790 LIBRARY ADMIN					
271-790-815.000	TECHNOLOGY SERVICES	CLARK TECHNICAL SERVICES	IT SUPPORT	1,170.00	164952
271-790-815.000	TECHNOLOGY SERVICES	OCLC INC	SUBSCRIPTION RENEWAL	3,257.58	164966
271-790-861.000	MILEAGE REIMBURSEMENT	BETH DOWSON	AMERICAN LIBRARY ASSOC. CONFERENCE	213.15	164946
271-790-930.000	LAND/BUILDING REPAIRS AND	MCNALLY ELEVATOR CO.	ELEVATOR MAINTENANCE	603.35	164962
Total Department 790 LIBRARY ADMIN				5,244.08	
Department: 791 LIBRARY BOARD					
271-791-804.000	LEGAL SERVICES	UNIQUE MANAGEMENT SERVICES	PLACEMENTS	93.20	164972
Total Department 791 LIBRARY BOARD				93.20	
Department: 792 LIBRARY - ADULT SERVICES					
271-792-731.000	BOOKS	CENTER POINT LARGE PRINT	LP BOOKS	300.84	164950
Total Department 792 LIBRARY - ADULT SERVICES				300.84	
Total Fund 271 LIBRARY FUND				5,638.12	

INVOICE DISTRIBUTION REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

EXP CHECK RUN DATES 07/16/2026 - 07/16/2026

POSTED AND UNPOSTED OPEN AND PAID

BANK ACCOUNTS: GEN - GENERAL (COMMON) DISBURSEMENTS - CHECK TYPE: PAPER CHECK

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
		101	GENERAL FUND	29,014.48	
		206	FIRE OPERATING FUND	9,955.96	
		211	FIRE CAPITAL IMPROVEMENT FUND	315,837.44	
		225	SEWER SYSTEM FUND	626.75	
		271	LIBRARY FUND	5,638.12	
		Total For All Funds:		361,072.75	



MEMO

Charter Township of Comstock Township Board July 20, 2026

From: Lisa Cochran, FOIA Coordinator

Re: FOIA Requests

FOIA Requests completed from July 1, 2026 to July 20, 2026

Attachments:

[#26-051_Original Request_Redacted.pdf](#)

[#26-067_Original Request.pdf](#)

[#26-070_Original Request.pdf](#)

Township: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

Comstock Charter Township, Kalamazoo County
5858 King Highway PO Box 449
Comstock, MI 49041
Phone: 269-381-2360

Request For...

Note: Requestors are not required to use this form. The township may complete one for recordkeeping if not used.

FOIA Request #26-051

1st Date: 5/26/2026

Closed/Completed (due to no activity)

for 48 days):

7/14/2026

FOIA Request for Public Records
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: _____ Date Received: _____ Check if received via: ☐ Email ☐ Fax ☐ Other Electronic Method
Date delivered to junk/spam folder: _____
Date discovered in junk/spam folder: _____
(Please Print or Type)

Name Major Ligon Phone [REDACTED]
Firm/Organization _____ Fax _____

Request for: ☒ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis

Delivery Method: ☐ Will pick up ☐ Mail to address above ☐ Email to address above
☐ Deliver on digital media provided by the township: _____

Note: The township is not required to provide records in a digital format or on digital media if the township does not already have the technological capability to do so.

Describe the public record(s) as specifically as possible. You may use this form or attach additional sheets:

Fire Reports at Comstock Towers from
2016-2020
Any and all reports.
by June 1st if possible

Consent to Non-Statutory Extension of Township's Response Time

I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq. I understand that the township must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree and stipulate to extend the township's response time for this request until: _____ (month, day, year).

Requestor's Signature Major Ligon

Date 5-18-26

(Complete both sides)

From: Nicole Tam <Nicole.Tam@woodtv.com>
Sent: Thursday, July 2, 2026 10:38 AM
To: FOIA
Subject: WOOD TV request

Follow Up Flag: Follow up
Flag Status: Completed

You don't often get email from nicole.tam@woodtv.com. [Learn why this is important](#)
Hi Lisa,

This request is pursuant to the Michigan Freedom of Information Act. MCLA 15.231, et seq

- recording of meeting, minutes or summary of special township meeting on July 1, 2026 relating to safety and threats reported at Robert Morris Park

WOOD-TV agrees to pay any reasonable costs incurred in compiling these public records as are allowed by the Freedom of Information Act. Although, given that this request is made solely for public interest purposes, WOOD-TV asks that processing fees be waived if possible.

We understand you have 5 days to provide us with the information. However, we would request you waive the 5-day rule and supply as with the information as soon as possible.

Thank you very much.

Take care,

Nicole Tam
Reporter

[WOOD TV](#) | [ABC 4 West Michigan](#) | [WXSP](#) | [The CW West Michigan](#)
120 College Ave. SE
Grand Rapids, MI 49503
Office: 616-771-9674
Cell: 616-240-9778



Township: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

Comstock Charter Township, Kalamazoo County
5858 King Highway PO Box 449
Comstock, MI 49041
Phone: 269-381-2360

Request Form

Note: Requestors are not required to use this form. The township may complete one for recordkeeping if not used.

FOIA Request #26-070
1st Date: 7/14/2026
Completed: 7/14/2026

FOIA Request for Public Records

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: _____ **Date Received:** _____ Check if received via: ☐ Email ☐ Fax ☐ Other Electronic Method

Date delivered to junk/spam folder: _____

(Please Print or Type)

Date discovered in junk/spam folder: _____

Name	Tori Reyes	Phone	916-579-6058
Firm/Organization	Shovels	Fax	
Street	3515 Mt Diablo Blvd Unit 51	Email	buildingpermits@shovels.ai
City	Lafayette, CA 94549	State	Zip

Request for: ☒ Copy ☐ Certified copy ☐ Record inspection ☒ Subscription to record issued on regular basis

Delivery Method: ☐ Will pick up ☐ Mail to address above ☒ Email to address above

☐ Deliver on digital media provided by the township: _____

Note: The township is not required to provide records in a digital format or on digital media if the township does not already have the technological capability to do so.

Describe the public record(s) as specifically as possible. You may use this form or attach additional sheets:

We would like to request building permit activity records for 06/01/2026 - 06/30/2026. If available, can you please send us a report with the following information for residential and commercial building permit activity of all statuses: Permit number, permit status/status date, permit address, description and any additional information you can provide

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Requestor's Signature Tori Reyes

Date
07/07/26

(Complete both sides)

Records Located on Website

If the township directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from any labor charges to redact (*separate exempt information from non-exempt information*).

If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the township must notify the requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the township must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.

If the township has included the website address for a record in its written response to the requestor and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, the township must provide the public records in the specified format (if the township has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to exceed the actual costs of providing the information in the specified format.

Request for Copies/Duplication of Records on Township Website

I hereby stipulate that, even if some or all of the records are located on a township website, I am requesting that the township make copies of those records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply.

Requestor's Signature

Date

Overtime Labor Costs

Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form.

Consent to Overtime Labor Costs

I hereby agree and stipulate to the township using overtime wages in calculating the following labor costs as itemized in the following categories:

1. ☐ Labor to copy/duplicate 2. ☐ Labor to locate 3a. ☐ Labor to redact 3b. ☐ Contract labor to redact
6b. ☐ Labor to copy/duplicate records already on township's website

Requestor's Signature

Date

Request for Discount: Indigence

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by an individual who is entitled to information under this act and who:

- 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, **OR**
- 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if **ANY** of the following apply:

- (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year,
- (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

Office Use: ☐ Affidavit Received ☐ Eligible for Discount ☐ Ineligible for Discount

I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request:

Date:

Requestor's Signature:

Request for Discount: Nonprofit Organization

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets **ALL** of the following requirements:

- (i) Is made directly on behalf of the organization or its clients.
- (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.
- (iii) Is accompanied by documentation of its designation by the state, if requested by the township.

Office Use: ☐ Documentation of State Designation Received ☐ Eligible for Discount ☐ Ineligible for Discount

I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931:

Date:

Requestor's Signature: