

Memorandum



Date: November 5, 2025
To: Buchanan City Commission
From: Tony McGhee
Subject: Contract Award for Home at 514 Moravia

Background

The City of Buchanan CDBG Home Repair Program represents a key initiative in improving housing quality and supporting neighborhood revitalization within the Buchanan community. This program stems from the Niles-Buchanan Regional Strategic Plan, a comprehensive framework designed to enhance regional economic development and community vibrancy.

The project began with an available budget of \$328,500 for home repairs and is funded through the Michigan State Housing Development Authority (MSHDA) and the U.S. Department of Housing and Urban Development (HUD) via Community Development Block Grant (CDBG) funds totaling \$260,000, supplemented by contributions from local partners such as the Michigan Gateway Community Foundation, Corewell, and AEP. These combined resources reflect a shared commitment to improving housing and quality of life in Buchanan.

The CDBG CHILL Home Repair Program assists qualified homeowners in making critical health and safety improvements to single-family homes. Eligible repairs include those that address emergency conditions, code violations, accessibility needs, and essential housing system upgrades. By improving the safety and habitability of homes, the program supports the City's broader revitalization goals—reducing blight, stabilizing neighborhoods, and increasing property values.

Through support from local foundations, the City has also partnered with enFocus, a regional nonprofit organization that connects recent local college graduates with community development projects. This partnership provides technical and administrative support for the housing program while advancing local workforce and community development goals.

The homeowner at 514 Moravia has successfully completed all program requirements and has been approved for participation in the CDBG CHILL Home Repair Program. The Ramsay Group, the City's program consultant, has verified all required documentation, including proof of income, ownership, and identification. In accordance with program guidelines, participating households must not exceed 80% of the area median income, and projects over \$10,000 require a five-year forgivable lien on the property.

Following a formal bidding process that included four bid periods, one response was received. The project received a bid from Cameron's Construction in the amount of \$36,907. The lowest and best bid was reviewed and recommended by City staff and the consultant. The bid received works within the budget and available funds from the State of Michigan.

Recommendation

City staff recommends that the Buchanan City Commission award a 2025 CDBG CHILL Home Repair Program contract to Cameron's Construction in the amount of \$36,907 for the rehabilitation of one residential property located at 514 Moravia, and authorize the City Manager to execute all necessary contract documents.

Attachment A: Bid Package and Contractor Bid

Attachment B: Contract and Notice to Proceed

Attachment A





September 15, 2025

City of Buchanan Community Development
302 N Redbud Trail
Buchanan, MI 49107

Dear Sirs,

Thank you for the opportunity to be involved with your CDBG Home repair program. We are very interested in participating with your bid process and potentially serving families selected in your program.

Cameron's Construction, LLC was established in 2016. I obtained my Michigan builder's license that same year and registered as a contractor in South Bend. Over the years, five of our adult children have worked on jobs with me. It has been a great privilege to mentor and observe their development and interests.

Over the past nine years we have completed hundreds of jobs. I believe our success has been attributed to good communication, following through on promises, project management and delivering excellent results. Our range of work is very diverse- from smaller jobs that may require a day or two, to more extensive jobs involving licensed sub contractors that require several months to complete. Most of our work has focused on bathrooms, basements and kitchens. We have completed several additions.

We have been fortunate to have a business relationship with Functional Homes, Inc out of St. Joseph, MI. Karen Koch, the owner, is an occupational therapist, and consults on home modifications to create safe spaces and home modifications to enable disabled or higher risk elderly people to remain in their homes. Most of our work to help with barrier free environments have been commissioned through Functional Homes.

Here are some references

Karen Koch	269-615-2559	decks, ramps, home mods & barrier free showers, additions
Ann Young	269-683-4700	Niles community development ADA bathroom projects
Jerry Bickel	574-229-3541	deck, trim repair, door replacements
Mario Ellis	708-601-3299	basement modification, kitchen and bathroom
Barb Evans	269-470-0544	deck repair and painting
Chris White	574-849-1514	home repairs and modifications
Joan Ball	574-360-7252	bathroom remodel, repairs

Regards,

Mike Cameron

Cameron's Construction, LLC
269-487-6518

71162 Ironwood Drive
mike@cameronsconstruction.com

Niles, Michigan 49120



Camerons Construction, LLC
71162 Ironwood Drive
Niles, MI 49120
269-487-6518
mike@cameronsconstruction.com

Estimate

Date

Estimate No.

9/18/2025

2872

Name/Address

City of Buchanan Community Development
302 N Redbud Trail
Buchanan, MI 49107

Description	Qty	Total
514 Moravia ADA bathroom project		
Remove bathroom vanity, Remove toilet Remove tub and surround. Remove all wall and ceiling drywall. inspect framing, walls and ceiling ares for moisture damage. Advise of additional repairs if required Add additional supports for safety grab bars around shower area. Enlarge door to 36 inch width (limited space may necessitate a 32 inch door). Remove debris.		4,300.00
lumber and materials		600.00
Licensed electrician to provide labor and materials to move light switch and bath fan controls to clear new doorway width. Add overhead lighting above shower. Rough in exhaust fan.(fan allowance \$ 175)		2,500.00
Licensed plumber to provide labor and materials (supply and drain) to modify supply and drain lines for new shower install rough in. Modify sink plumbing to meet ADA sink requirement		2,550.00
Delta T 27867 Dual function shower valve trim and valve R 22000, ADA adjustable slide grab bar and wand	1	925.00
Install 60 x 36 barrier free shower with .75 inch beveled threshold (left drain)		1,640.00
Best Bath (5LBS6030FB75B)fiberglass shower with "subway" tile look. Left drain. luxurious polyester gelcoat finish. Full plywood backing on all walls for outstanding strength. Curtain rod kit and brackets, white vinyl weighted shower curtain with rings, water stopper kit. Fold down shower bench. safety grab bars entry and near shower seat.		5,825.00
labor and materials to reinsulate walls and ceiling		1,250.00
Total		

I/we authorize Camerons Construction, LLC to obtain materials and perform work described above. Changes in materials or scope of work may result in additional charges. Partial payment of 50% to begin work and balance will be paid at completion of work.

Signature

Date



Cameron's Construction, LLC
71162 Ironwood Drive
Niles, MI 49120
269-487-6518
mike@cameronsconstruction.com

Estimate

Date	Estimate No.
9/18/2025	2872

Name/Address

City of Buchanan Community Development
302 N Redbud Trail
Buchanan, MI 49107

Description	Qty	Total
Labor and materials to install moisture resistant drywall on walls and ceiling, tape, mud and finish smooth		2,722.00
Prime and paint ceiling and walls		775.00
Primer and mold resistant paint		175.00
labor and materials to install Inverness Travertine 22 mil skidproof, waterproof (allowance \$ 150)		490.00
Labor to trim out shower and wall sink and install toilet, inspect for leaks		850.00
Kohler ADA 1.28 GPF elongated toilet bowl chair height (17-19 inches)		250.00
Elite wall mounted sink, soft under lavatory protector and faucet		450.00
labor and materials to trim out electrical, lighting, exhaust fan, and gfi		650.00
Labor and materials to modify and install medicine cabinet (\$ 225 allowance for cabinet)		450.00
Labor and materials to install safety bars including floor to wall safety bar near toilet		275.00
Permits		350.00
Dumpster/debris		400.00
Total		\$27,427.00

I/we authorize Cameron's Construction, LLC to obtain materials and perform work described above. Changes in materials or scope of work may result in additional charges. Partial payment of 50% to begin work and balance will be paid at completion of work.

Signature

Date



Date	Estimate No.
9/21/2025	2878

City of Buchanan Community Development
302 N Redbud Trail
Buchanan, MI 49107

I/we authorize Camerons Construction, LLC to obtain materials and perform work described above. Changes in materials or scope of work may result in additional charges. Partial payment of 50% to begin work and balance will be paid at completion of work.

Date _____

Camerons Construction, LLC
71162 Ironwood Drive
Niles, MI 49120
269-487-6518
mike@cameronsconstruction.com

Estimate

Date	Estimate No.
9/21/2025	2877

Name/Address

City of Buchanan Community Development
302 N Redbud Trail
Buchanan, MI 49107

Description	Qty	Total
Ceiling Replacement Scope: Remove 12 x 12 ceiling tiles, inspect for moisture intrusions, inspect furring strips, clear staples and install track system and new 12 x 12 washable tiles. labor to remove and replace existing ceiling tiles, (some visible water stains, and damaged tiles). Install Armstrong track system and new 12 x 12 tiles Armstrong track system and clips, washable ceiling tiles (900sf) debris removal		 3,600.00 1,225.00 1,305.00 250.00
Total		\$6,380.00

I/we authorize Camerons Construction, LLC to obtain materials and perform work described above. Changes in materials or scope of work may result in additional charges. Partial payment of 50% to begin work and balance will be paid at completion of work.

Signature

Date _____



September 15, 2025

City of Buchanan CDBG Program

RE: Construction time line for bathroom modification for 514 Moravia .

Description of Activity	Time required
Receive deposit apply for building permit	1 day
Place order for barrier free 36 x 60 shower from Best Bath	3-4 weeks
Remove existing bath open to studs, remove bathroom fixtures, remove flooring, remove wall and ceiling coverings inspect for moisture and or damage	3 days
Widen door way to 32 inches	1 day
Licensed plumber to modify drain and install supply lines, valve	2 day
Rough in Plumbing inspection process	7 - 10 days
Electrician to modify electrical and Install waterproof recessed lighting over shower	1 day
Electrical inspection process	5-7 days
Rough in Building inspection process	3-5 days
Install moisture resistant drywall on walls and ceiling, mud seams, finish smooth	7 days
Prime and paint walls and ceiling	2 days
Install shower base and shower walls	2 day
Install flooring and trim	2 day
Plumber to trim out plumbing	1 day
final plumbing inspection process	3-5 days
Final electrical inspection	3-5 days
Install safety bars, shower curtain and accessories	1 day
Final building inspection process	3-5 days

Camerons Construction, LLC
269-487-6518

71162 Ironwood Drive
mike@cameronsconstruction.com

Niles, Michigan 49120

Construction time line of 57–70 business work days (12-15 weeks) based upon no hidden repairs required or additional work added to scope. To minimize down time for home owner, job demolition will not begin until all bathroom fixtures are on site. Above time line anticipates that licensed tradesman will be secured with deposit and confirmed start date to keep above lead times. Inspection processes are loose. Inspectors are covering larger geography and are available for inspections on certain days.

CITY OF BUCHANAN, MICHIGAN



2025 CDBG

*CDBG Housing Improving Local Livability (CHILL) Program
Bid Package: General Contractor, Multiple Projects- 514 Moravia*

CONTENTS:

Advertisement For Bids
Specifications & Packages
Non-Discrimination Certificate
Instructions To Bidders
Contract with CDBG General Conditions

City of Buchanan
Community Development
302 N Redbud Trail | Buchanan, MI 49107
269-695-3844

ADVERTISEMENT FOR BIDS
CITY OF BUCHANAN, MICHIGAN

CDBG Housing Improving Local Livability (CHILL) Program
Bid Package: General Contractors, Multiple Projects- 514 Moravia, Buchanan, MI 49107

Sealed proposals will be received by the City of Buchanan, Michigan in the office of the City Clerk until 10:00 AM Local Time September 22, 2025, at which time and place the proposals will be publicly opened and read aloud for the home repair work consisting outlined in the specifications that can be found online at: <https://www.cityofbuchanan.com/rfps>

The proposal as well as the plans and specifications under which the work will be done are on file and may be examined at the City Clerk's Office, City Hall, 302 N Redbud Trail | Buchanan, MI 49107 (269-695-3844). Copies thereof may be obtained electronically from the Community Development Department.

This is a project funded through the US Department of Housing and Urban Development, CDBG Program. All bidders are required to sign a certification that they will comply with all Federal and State non-discrimination laws and regulations.

The City reserves the right to reject any or all proposals, to waive irregularities in proposals and to accept the proposal that in the opinion of the City Council is most advantageous to the City.

No bid shall be withdrawn after the opening of bids for a period of thirty (30) days after the scheduled time of receiving bids.

CITY OF BUCHANAN
Tony McGhee
City Manager

City of Buchanan – CDBG Housing Improving Local Livability (CHILL) Program – **General Contractor, Multiple Projects Bid Specification Packages 514 Moravia**

NOTICE: For each item below, the undersigned, having familiarized himself/herself/themselves with the local conditions affecting the cost of the work, and with the Advertisement, the Form of Proposal, Specifications and Plans on file with the City Clerk, hereby proposes to perform everything required to be performed and to provide and furnish all the labor, materials, necessary tools, expendable equipment, and all utility and transportation services necessary to perform and complete in a workmanlike manner all the work required to remove and replace concrete sidewalk and related work at various locations in the City of Buchanan all in accordance with the specifications as prepared for the following named unit prices to wit:

Address: 514 Moravia, Buchanan, MI 49107

1. Ceiling Repairs

Scope of Work

A. Initial Inspection and Assessment

- Conduct a thorough inspection of the existing ceiling to identify all visibly and structurally compromised areas.
- Determine if damaged areas are localized (spot repair) or if the ceiling requires full replacement.
- Document findings with photos and brief descriptions; submit to owner for review.

B. Spot Repair (if applicable)

- Unless contractually agreed upon, carefully remove damaged ceiling sections only, otherwise remove all sections.
- Install new ceiling material matching the existing type, thickness, and finish as closely as possible.
- Tape, mud, sand, and finish seams for a seamless blend.
- Prime and paint repaired areas to match existing ceiling color and sheen.

C. Full Ceiling Replacement (if required)

- Remove and dispose of entire ceiling surface material (e.g., drywall, plaster, tile).
- Replace with new material compatible with the existing structure and design.
- Reinstall any ceiling-mounted fixtures or components (e.g., lights, vents).
- Finish all joints and seams smooth.
- Apply primer and two coats of ceiling paint.

D. Cleanup and Disposal

- Protect floors, furniture, and surrounding areas during work.
- Remove all debris and materials offsite upon job completion.
- Perform a final cleaning of the workspace.

Materials

Contractor shall provide materials of equal or greater quality than existing ceiling:

- Ceiling panels or gypsum board (1/2" or 5/8", as appropriate)
- Joint compound, tape, primer, and paint
- Ceiling-compatible fasteners and adhesives
- Additional framing or blocking as needed for ceiling support

Workmanship Standards

- Work must comply with applicable building codes and standards.

- Ceiling surface shall be level, smooth, and free of defects.
- Color and texture matching must be visually uniform.

2 Entryway Upgrades

Scope of Work

1 Door Removal:

- Carefully remove the existing entry doors and storm doors (total of [1] sets).
- Remove all associated hardware, frames, thresholds, and trim as necessary.
- Dispose of all old materials and debris in accordance with local regulations.

2 New Door Installation:

- Install new pre-hung exterior entry doors (fiberglass, steel, or wood as selected by the homeowner).
- Doors must be ENERGY STAR rated and appropriate for residential exterior use.
- Include weather stripping, threshold, and adjustable sill as part of the door assembly.
- Install matching hardware (handles, locks, deadbolts) supplied by either contractor.
- Ensure doors are properly sealed, level, and open/close without obstruction.

3 Storm Door Installation:

- Install new storm doors (aluminum, full-view, mid-view, or ventilating style as chosen).
- Storm doors must match entry door dimensions and include hydraulic closers, latches, and screens.
- Ensure proper alignment and sealing of storm doors for smooth operation and weather resistance.

4 Trim and Finish Work:

- Replace or install new interior and exterior casing/trim as needed to complete the installation.
- Caulk and seal all joints to prevent drafts and water intrusion.
- Paint or stain new trim and touch-up any disturbed areas if requested (note as optional line item).

5. Materials and Products

- All materials used must be new, code-compliant, and of professional grade.
- Entry doors must include:
 - Insulated core
 - Composite jambs or rot-resistant framing
 - Factory finish
- Storm doors must include:
 - Full-length piano hinges or heavy-duty alternatives
 - Tamper-resistant hardware
 - Screens if ventilating style is selected

Contractor is responsible for verifying door measurements prior to ordering and installation.

5. Site Protection and Cleanup

- Protect flooring, walls, and surrounding finishes during removal and installation.
- Clean up and remove all debris daily and upon completion.
- Leave work areas in broom-clean condition.

7. Warranty Requirements

- Minimum 1-year warranty on labor and installation.
- Provide manufacturer warranty information for all new doors and hardware.

Any workmanship issues within the warranty period must be corrected at no additional charge.

3. ADA Upgrades Scope of Work

The contractor shall furnish all labor, materials, equipment, tools, supervision, permits, and services necessary to construct a fully ADA-compliant bathroom. The work includes, but is not limited to, demolition (if applicable), structural modifications, plumbing, electrical, carpentry, and finish work as outlined below:

1. Entryway Modification

- Widen existing entryway to provide a minimum clear width of 36 inches.
- Install an ADA-compliant door with lever handle hardware and no threshold greater than ½ inch.
- Ensure doorway has appropriate maneuvering clearance as per ADA Standards (minimum 60 inches where applicable).

2. ADA Walk-In Shower

- Install a roll-in or transfer-type ADA-compliant walk-in shower per 2010 ADA Standards, with minimum dimensions of 36" x 60".
- Include slip-resistant flooring, a fold-down seat, grab bars (horizontal and vertical), and a handheld showerhead mounted on a vertical bar.
- Ensure water controls are operable with one hand, require no tight grasping, and are located within ADA-reach ranges.
- Install a trench or low-profile drain to avoid water runoff.

3. ADA Toilet Installation

- Install a wall-mounted or floor-mounted toilet set at a seat height of 17–19 inches.
- Provide a minimum 60-inch wide clear floor space around the toilet for side or front approach.
- Install horizontal grab bars (minimum 36 inches long behind the toilet and 42 inches long on the adjacent side wall), mounted 33–36 inches above the floor.
- Ensure flush controls are located on the open side and meet ADA operability standards.

4. ADA Vanity and Sink

- Install wall-mounted or open-bottom ADA-compliant vanity allowing for knee and toe clearance:
 - Minimum 27" high clearance underneath.
 - Countertop not exceeding 34" in height.
- Provide a sink with insulated or protected pipes underneath.
- Ensure faucet is operable with one hand, and does not require tight grasping, pinching, or twisting of the wrist (e.g., lever or motion sensor).

5. ADA Mirror

- Install mirror with the bottom edge of the reflective surface no more than 40 inches above the finished floor.
- Mount securely and ensure it meets all ADA mounting and safety standards.

6. Structural Integrity

- Inspect all existing subfloors, walls, and framing in the renovation area.
- Replace or reinforce any damaged or deteriorated studs, joists, floorboards, or wall boards.
- Install moisture-resistant wall board (cement board or equivalent) in wet areas such as around the shower and sink.

7. Flooring and Wall Finishes

- Install non-slip, waterproof flooring.
- Transition strips (if required) must be ADA-compliant.
- All wall surfaces must be finished with water-resistant paint or tile as specified by the owner.

8. Electrical and Lighting

- Install GFCI-protected outlets per code.
- Mount light switches and controls within ADA-reach ranges (15"–48" above the floor).
- Provide adequate task and ambient lighting.

9. Permits and Compliance

- Contractor is responsible for obtaining all necessary building permits.
- All work must comply with:
 - ADA 2010 Standards for Accessible Design
 - Local and state building codes
 - Plumbing and electrical codes

Pricing Packages

1 Ceiling Repairs/Replacement:	\$ 6,30.00
2 Entryway Upgrades	\$ 2,925.00
3 ADA Bathroom Upgrades	26,727.00
Permits	\$ 350.00
Dumpsters	\$ 775.00
Total of Alternate Bids	\$
Total Estimate with Alternate Bids.	\$ 36,907.00

BIDDER'S EXCEPTIONS OR COMMENTS MAY OR MAY NOT BE ACCEPTED:

Proposal requires minimum of 12 weeks (Four weeks for Material delivery)
 General Contractor has knee surgery December 1. To Minimize
 downtime for homeowner, it is best to have materials on site (order Dec 1
 or before)

SUB-CONTRACTORS: Town & Country Plumbing & Electric

PROJECTED COMPLETION DATE: February 28, 2026

LIST **NUMBER OF EMPLOYEES** YOU PLAN TO HAVE SIGNIFICANTLY INVOLVED WITH THIS PROJECT AT ANY ONE TIME: 3

CONTRACTOR REQUIREMENTS

- The contractor must be licensed and insured.
- Must comply with all applicable building codes and standards.
- Work must be performed during agreed-upon hours to minimize disruption.
- Contractor is responsible for any damages caused during installation.

WARRANTY & FINAL INSPECTION

- Contractor shall provide a one-year warranty on labor.
- Manufacturer's warranty on the fixtures must be honored.
- Final inspection will be conducted upon project completion to ensure compliance.

The undersigned affirms that in making such proposal neither he nor any company that he may represent nor anyone in behalf of him or company directly or indirectly has entered into any combination, collusion, undertaking or agreement with any other bidder or bidders to maintain the prices of said work, or any compact to prevent any other bidder or bidders from bidding on said contract or work, and further affirms that such proposal is made without regard or reference to any other bidder or proposal and without agreement or understanding or combination either directly or indirectly with any other person or persons with reference to such bidding in any way or manner whatsoever.

The undersigned hereby agrees that if the foregoing proposal shall be accepted by the Homeowner and the City, he will, within ten (10) consecutive calendar days after receiving notice of acceptance of such proposal, enter into contract, in the appropriate form, to furnish the labor, materials, equipment, tools, and construction equipment necessary for the full and complete execution of the work, at and for the price named in his proposal. The undersigned hereby agrees that if this foregoing proposal shall be accepted by the said City he will complete the entire work of this contract by July 30, 2025.

In interest of expediting the award of this contract the undersigned will be required to show that he has performed work similar to that included under the proposed contract for which his proposal is offered.

In submitting this bid it is understood that the right is reserved by the Homeowner and/or the City of Buchanan to reject any and all bids. It is agreed that this bid may not be withdrawn for a period of thirty (30) days after the opening thereof.

For each item above, the undersigned, having familiarized himself/herself/themselves with the local conditions affecting the cost of the work, and with the Advertisement, the Form of Proposal, Specifications and Plans on file with the City Clerk, hereby proposes to perform everything required to be performed and to provide and furnish all the labor, materials, necessary tools, expendable equipment, and all utility and transportation services necessary to perform and complete in a workmanlike manner all the work required to remove and replace concrete sidewalk and related work at various locations in the City of Buchanan all in accordance with the specifications as prepared for the following named unit prices

Dated and signed at _____, State of _____.

Camerans Construction, LLC
Company

Michael S. Cameron, Sr
Name of Bidder

M Owner, General
Signature Of Bidder, Title ~~contractor~~

09/20/2025
Date

71162 Ironwood Dr. Niles, MI
Business Address 49120

Mike @ cameransconstruction.com
Email Address of Primary Contact

269-487-6518
Telephone Number

CERTIFICATION OF NON-DISCRIMINATION

Cameron's Construction, LLC
Company

Michael S. Cameron, Sr
Name of Bidder

71162 Ironwood Drive Niles, MI 49120
Business Address

Please Check One

A. Contractor ☒ B. Supplier ☐ C. Other ☐

Project/Product Description

CDBG Housing Improving Local Livability (CHILL) Program

The undersigned certifies that for the above referenced service(s)/product(s) performed for or furnished to the City of Buchanan:

1. The undersigned does not discriminate in the purchase of materials or in the hiring of personnel, or in the sub-contracting of personnel, on the basis of religion, race, color, national origin, sex, age or handicap.
1. That all Federal and State statutes and regulations pertaining to discrimination on the basis of religion, race, color, national origin, sex, age or handicap have been and shall continue to be fully observed.
2. The undersigned will indemnify and hold harmless the City of Buchanan, its agents and employees, from any and all liability founded upon a claim of violation of Civil Rights or affirmative action regulations pertaining to discrimination.


Signature

Michael S. Cameron, Sr Owner, General Contractor
Printed Name, Title & Date

9/20/2025

INSTRUCTION TO BIDDERS

Work to be Done

The work to be done under this contract includes the furnishing of all labor, materials and construction equipment necessary for home repair in the City of Buchanan complete and in accordance with the specifications.

Construction Conditions

It is required that each bidder will examine the specifications for the work and make a personal examination of the site of the proposed work and its surroundings. It is also expected that he will obtain firsthand information concerning the available facilities for receiving, transporting, handling and storing construction equipment and materials and concerning other environmental conditions that may affect his work.

Basis Upon Which Proposals are Solicited

Proposals are solicited for the proposed home repair and rehab as described in the specifications. The basis on which proposals will be received will be that of cost reimbursement of unit prices for the work described in the Form of Proposal. The City reserves the right to increase or diminish any or all of the quantities within reasonable limits, and the Contractor will be paid for the actual amount of work completed and accepted by the City and at prices stated in his proposal. Bidders may bid on one or multiple packages of the specifications to be considered.

Time of Completion

The Contractor shall fully complete all work under this contract by ~~November 30, 2025~~.

ADVISE

Liquidated Damages

The Contractor shall complete the entire project on or before the date specified or by authorized extension without liquidated damages. The Contractor will be charged \$100.00 per day for each calendar day that the work shall remain uncompleted past the completion date.

Arbitration of Disputes

If there is a dispute between the City and the Contractor regarding the question of whether the Contractor has completed the specified work satisfactorily and/or whether the Contractor has certain payments due that cannot be resolved between the City and Contractor, the dispute shall be resolved through arbitration. An Arbitration Board of three members shall be selected. One shall be selected by the City and one shall be selected by the Contractor. The third arbitrator shall be selected by the mutual agreement of the two arbitrators selected by the City and the Contractor. The decision of the Arbitration Board shall be binding on both the City and the Contractor. The City shall bear the cost of the arbitrator which it selected. The Contractor shall bear the cost of the arbitrator which he selected. The cost of the third arbitrator and all other expenses shall be borne equally by the City and the Contractor.

Form of Proposal

All proposals must be made and signed by the bidder in the form attached hereto and due to the City Clerk by **10:00AM on September 22, 2025**. All prices stated in the proposal must be plainly written in legible figures. Illegibility of any figures in the proposal will be sufficient cause for rejection of the proposal by the City. Each proposal must be enclosed in a sealed envelope addressed to the City Clerk of the City of Buchanan, Michigan, and labeled on the outside **"Proposal for CDBG CHILL Program – General Contractor- 514 Moravia"**.

Conformity to Specifications

Proposals must be made in full conformity to all the conditions as set forth in the specifications for the work now on file in the City Clerk's Office.

Name, Address and Status of Bidder

The name and legal status of the bidder, that is, as a corporation, partnership, or an individual, shall be stated in the proposal. A corporation bidder shall name the state in which the articles of incorporation are held, and must give the title of the official having authority, under the by-laws, to sign contracts; a partnership bidder shall give the full name and address of partners. Anyone signing a proposal as an agent of another must submit with his proposal legal evidence of his authority to do so. The place of residence of each bidder, or the office address in the case of a firm or company, with the county and state, must be given after his signature.

Experience and Financial Statement

Bidders will be required to provide references offering proof of previous experience as well as satisfactory performance in this type of work. Bidders must provide a list of past projects completed which closely resemble the quantities and value of this project.

If required by the City, each bidder under consideration may be required to submit a statement of his financial status.

Written or Oral Explanations

Should a bidder find discrepancies in or omission from the contract documents or specifications, or should he be in doubt as to their meaning, he may at once notify the City Clerk and request an interpretation thereof and he will be held responsible for the prompt delivery of such request. The City Clerk will thereupon send written instructions in an addendum to all bidders. The City will not be responsible for any oral instruction in connection with this contract.

Execution of Contract

The bidder whose proposal shall be accepted for the Homeowner portion of the work will be required to execute the contract between the successful Contractor and the Homeowner in the form attached hereto. Outside individual contracts between private property owners and the Contractor will be separate from this Homeowner contract. The Contractor shall be responsible for preparing a separate proposal and contract with private property owners. The City of Buchanan will not be responsible for payment of any contracted work other than what is performed for through this RFP and associated contract.

Licenses, W9 and Proof of Insurance - NOTE- REQUIRED

All bidders must submit current copies of all professional licenses, a current and official Certificate of Insurance that includes Workman's Compensation, and a W9

Insurance – NOTE –REQUIRED

The Workman's Compensation Insurance and Public Liability and Property Damage insurance in the amount specified in the general Conditions must be carried by the Contractor who undertakes the work of the contract.

Right to Accept, to Reject and to Waive Defects

The City reserves the right to accept any proposal, to reject any or all proposals, and to waive defects or irregularities in any proposal. In particular, any alteration, erasure, or interlineation in the contract

documents which are attached hereto and specifically made a part of these instructions and of the form of proposal, shall render the accompanying proposal irregular and subject to rejection by the subject to rejection by the City. Proposals, which are clearly unbalanced, will also be considered as irregular and subject to rejection by the City.

Award of Contract

The contract shall be deemed as having been awarded when formal notice of award shall have been duly served upon the bidder to whom the City contemplates awarding the contract by the City Manager.

Withdrawal of Bids

Any bidder who has submitted a proposal to the City may withdraw his bid at any time prior to the scheduled time for the receipts of bid. No bidder may withdraw his bid after the time stated in the advertisement for opening bids for a period of thirty (30) days thereafter.



**CDBG Housing Improving Local Livability
(CHILL) Program Contract for Services
City of Buchanan**

THE **CONTRACT** made this 20th day of September, 2025, by and between

Cameron's Construction LLC hereinafter called the "Contractor", _____ (Homeowner) and the City of Buchanan, Michigan, hereinafter called the "City". WITNESSETH: That the Contractor, Homeowner and the City for the consideration stated herein agree as follows:

ARTICLE I SCOPE OF WORK - The Contractor shall perform everything required to be performed and shall provide and furnish all of the labor, materials, necessary tools, expendable equipment, and all utility and transportation services required to perform and complete in a workmanlike manner all the work required for the CDBG Housing Improving Local Livability (CHILL) Program at 514 Moravia (Homeowner's Address) in the City of Buchanan, Michigan, all in strict accordance with the Specifications, including any and all addenda, prepared by the City of Buchanan, which Specifications are made a part of this contract; and the Contractor shall do everything required by the contract and other documents constituting a part thereof. Contractor agrees to perform all work in conformance with all local building codes, HUD guidelines, and State of Michigan Building Code, whether or not covered by the specifications and drawings.

ARTICLE II TIME - It is agreed that the said Contractor will begin work under this contract after approval and signing of the contract by the City and that he will be prosecuted with all due diligence thereafter at such points and with such force and in such manner and at such rate as will bring the entire work to completion by November 30, 2025 the date of completion being considered an essential element of the Contract.

ARTICLE III COMPLETION - It is agreed that the Contractor shall submit an outline of his proposed order of work and will indicate the dates for the completing of the major items of work. When approved by the Homeowner and the City, this outline shall become part of the contract documents.

The Contractor shall set up an outline so as to provide for the completion of the entire work on or before ~~November 30, 2025~~. ADVISE

Payments are to be made to the Contractor in accordance with and subject to the provisions embodied in the document made part of this contract.

ARTICLE IV LIQUIDATED DAMAGES - The Contractor shall complete the entire project on or before the date specified or by authorized extension without liquidated damages. The Contractor will be charged \$100.00 per day for each calendar day that the work shall remain uncompleted past the completion date.

ARTICLE V THE CONTRACT PRICE - The City shall, with the Homeowner's approval, pay to the Contractor, for the performance of the contract, subject to any additions or deductions provided therein, in current funds, the sum as determined by the actual quantities as final built and the following schedule of unit prices, to wit:

Address 1: 514 Moravia	\$ 35,782.00
Permits	\$ 350.00
Dumpsters	\$ 775.00
Total of Alternate Bids	\$
Total Estimate with Alternate Bids.	\$ 36,907.00

ARTICLE VI Change Orders

Any additions to, deletions from, or changes in the rehabilitation contract work, time, or price must be approved in a written change order request before the additional work is started. The change order must be executed by the owner and the contractor and approved by the rehabilitation specialist and the grantee. Change orders may be used to add items of work that are essential to complete the original work and were not evident until after the work started.

ARTICLE VII CDBG General Contract Clauses

Termination for Convenience. The City of Buchanan may terminate this entire agreement for its convenience in whole or in part at any time without cause by its Notice of such termination, issued after conferring with CONTRACTOR shall terminate the Work as instructed by the City of Niles. Upon termination, if CONTRACTOR has begun work, the City of Niles shall pay to CONTRACTOR, in full satisfaction and discharge of all liabilities and obligations owed to CONTRACTOR with respect to the Work so terminated, the actual value of the Work performed. If CONTRACTOR has not begun work CONTRACTOR is not entitled to recover any amount from the City of Buchanan due to such termination.

Contractor agrees to accept this **fixed price contract** derived from the City of Buchanan's **sealed bid process** seeking prices for the work described in the associated Scope of Work.

General Rules:

1. Contractor must obtain and pay for all necessary **permits and licenses** prior to starting the project and provide evidence there of and warranty work for 1 year from date of completion.
2. Contractor must obtain written consent prior to **sub-contracting** outside of those subcontractors approved as part of contract negotiations.
3. Contractor must obtain written consent from the City and the homeowner for **changes** to specifications which may warrant an official **change order** and contract amendment.
4. Contractor must keep the **premises clean and orderly** during repairs and remove all debris at the completion of daily work and comply with all required rehabilitation practices for the **Lead Safe Housing Rule**.

Conflict of Interest A code of conduct prohibits City of Buchanan elected officials, staff, or agents from personally benefiting from CDBG procurement. The policy prohibits the solicitation or acceptance of favors or gratuities from contractors or potential contractors. Sanctions or penalties for violations of the code of conduct by either subrecipients and/or beneficiary of funds officials, staff, or agents, or by

contractors or their agents must be identified [2 CFR 200.318(c)]. Sanctions for contractors include restitution of fees, fines, repayment of project costs, termination of contract and/or legal remedies.

This housing rehabilitation program operates in full compliance with the **Michigan Construction Lien Act (PA 497 of 1980)**. Specifically, the City has agreed to adhere to the following provisions:
1. The grantee shall inform all contractors, subcontractors, suppliers, and laborers involved in CDBG funded homeowner rehabilitation projects about their rights and obligations under the [Michigan Construction Lien Act](#).

Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations ([29 CFR Part 3](#), "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). CONTRACTOR agrees to comply with the aforementioned and understands that they are prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The City of Buchanan entity will report all suspected or reported violations to the US Department of Housing and Urban Development and the Department of Labor.

Affirmative efforts will be undertaken to hire women-owned business enterprises, minority firms and labor surplus firms, both by the subrecipients and/or beneficiary of funds and the project's prime contractor [2 CFR 200.321].

Debarment and Suspension (Executive Orders 12549 and 12689)— CONTRACTOR understands that a federal contract award (see [2 CFR 180.220](#)) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at [2 CFR 180](#) that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." CONTRACTOR agrees that they are not listed on the governmentwide exclusions in the System for Award Management.

Clean Air Act (42 U.S.C. 7401–7671g.) and the **Federal Water Pollution Control Act (33 U.S.C. 1251–1387)**, as amended—CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act ([42 U.S.C. 7401– 7671g](#)) and the Federal Water Pollution Control Act as amended ([33 U.S.C. 1251–1387](#)). Violations will be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. CONTRACTOR agrees to the requirements of Section 6002 including procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at [40 CFR part 247](#) that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

ARTICLE VII COMPONENT PARTS OF THIS CONTRACT - This contract consists of the following component parts, all of which are as fully a part of this contract as if herein set out verbatim or, if not attached, as if hereto attached:

- | | |
|-----------------------------------|---------------------------------------|
| 1. Advertisement For Bids | 5. Contract & CDBG General Conditions |
| 2. Specifications & Packages | 6. Contractor's Proposal |
| 3. Non-Discrimination Certificate | 7. This Instrument |
| 4. Instructions To Bidders | |

In event that any provision of the component parts of this contract conflicts with any provision in any other component parts, the provision in the component part first enumerated above shall govern over any other component part which follows it numerically, except as may be otherwise specifically stated.

IN WITNESS WHEREOF: The parties hereto have caused this instrument to be executed in four (4) original counterparts the day and year first written above.

Cameron's Construction, LLC
Company

M. Chad S. Cameron, Sr.
Authorized Official


Signature of Authorized Official, Title

71162 Ironwood Dr. Niles, MI
Business Address

mike@cameronsconstruction.com
Email Address of Primary Contact

269-487-6518
Telephone Number

514 Moravia
Project Address

City of Buchanan

City Manager, Tony McGhee

Signature of Authorized Official, Title

302 N Redbud Trail | Buchanan, MI 49107
Business Address

rmurphy@cityofbuchanan.com
Email Address of Primary Contact

269-695-3844
Telephone Number

(Homeowner 1's Name)

(Homeowner 2's Name)

(Homeowner 1's Signature)

(Homeowner 2's Signature)

WORKERS COMPENSATION AND EMPLOYERS LIABILITY
INSURANCE POLICY



AR

INFORMATION PAGE

175 Berkeley Street Boston, MA 02116

Issued by **LM INSURANCE CORPORATION**

27243

Policy Number **WC5-33S-B24491-015**

Issuing Office **0354**

RENEWAL OF: **WC5-33S-B24491-014**

Issue Date **06-25-25**

Account Number **3-B24491**

Sub Account **0000**

1. Insured and Mailing Address
CAMERONS CONSTRUCTION LLC

71162 IRONWOOD DRIVE

MI RISK ID 6752810A

NILES, MI 49120

Status **46 - LIMITED LIABILITY CO**

Other workplaces not shown above: **SEE ITEM 4. PREMIUM - EXTENSION OF INFORMATION PAGE**

2. Policy Period: The policy period is from **07-06-2025** to **07-06-2026** 12:01 A.M. standard time at the Insured's mailing address.
3. Coverage
- A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: **MI**
- B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in Item 3.A. The limits of our liability under Part Two are:
- | | | | |
|---------------------------|----|----------------|---------------|
| Bodily Injury by Accident | \$ | 100,000 | each accident |
| Bodily Injury by Disease | \$ | 500,000 | policy limit |
| Bodily Injury by Disease | \$ | 100,000 | each employee |
- C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here:
REFER TO RESIDUAL MARKET LIMITED OTHER STATES INSURANCE ENDORSEMENT WC 00 03 26A
- D. This policy includes these endorsements and schedules: **SEE EXTENSION OF INFORMATION PAGE**
4. Premium: The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

Classifications	Code Number	Premium Basis Total Estimated Annual Remuneration	Rate per \$100 of Remuneration	Estimated Annual Premium
See Extension of Information Page				
Minimum Premium	\$	750 (MI)	Total Estimated Annual Premium \$	750
Premium will be billed	ANNUAL			

Producer **0004-999999**

SELF REPRESENTATION

NONE

NONE MA 00000

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Michael S. Cameron, Sr	
2 Business name/disregarded entity name, if different from above Camerons Construction, LLC	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☒ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► C Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
5 Address (number, street, and apt. or suite no.) See instructions. 71162 Ironwood Drive	Requester's name and address (optional)
6 City, state, and ZIP code Niles, MI 49120	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-					
or								
Employer identification number								
8	1		-	2	4	6	7	6 3 5

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ► 

Date ► **9-19-2025**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Licensing Section
P.O. Box 30254
Lansing, MI 48909

CAMERONS CONSTRUCTION, LLC
71162 IRONWOOD DRIVE
NILES, MI 49120

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Company Builder License
Q.O. - Michael Scott Cameron, Sr
CAMERONS CONSTRUCTION, LLC
71162 IRONWOOD DRIVE
NILES, MI 49120
License No: 262100444 Expiration Date: 05/31/2027

GRETCHEN WHITMER
Governor

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Company Builder License

R141364

CAMERONS CONSTRUCTION, LLC
71162 IRONWOOD DRIVE
NILES, MI 49120

Qualifying Officer:
Michael Scott Cameron, Sr
Qualifying Officer #
2101212115

MUST BE DISPLAYED IN A CONSPICUOUS PLACE

License No.
262100444

Expiration Date:
05/31/2027

This document is duly
issued under the laws of the
State of Michigan

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Licensing Section
P.O. Box 30254
Lansing, MI 48909

MICHAEL SCOTT CAMERON SR
71162 IRONWOOD DRIVE
NILES, MI 49120

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Individual Builder License

MICHAEL SCOTT CAMERON SR
71162 IRONWOOD DRIVE
NILES, MI 49120

License No: 2101212115 Expiration Date: 05/31/2028

R292988

GRETCHEN WHITMER
Governor

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Individual Builder License

MICHAEL SCOTT CAMERON SR
71162 IRONWOOD DRIVE
NILES, MI 49120

MUST BE DISPLAYED IN A CONSPICUOUS PLACE

License No.
2101212115

Expiration Date:
05/31/2028

This document is duly
issued under the laws of the
State of Michigan

Attachment B





PROCEED TO WORK ORDER

Contractor: **Cameron's Construction**

Upon receipt of this Notice, you are hereby authorized to "Proceed To Work" on the project located at **514 Moravia, Buchanan, MI 49107**, within thirty (30) days from the date hereof.

The work is to be performed in accordance with the terms of the signed Property Owner and Contractor Contract dated _____ and the work specifications listed therein.

Date to Commence Work: _____

Date Work to Be Completed: March 31, 2026

Date: _____

Signature of Contractor

Date: _____

Signature of Property Owner

Date: _____

Signature of City of Buchanan Representative



**CDBG Housing Improving Local Livability
(CHILL) Program Contract for Services
City of Buchanan**

THE **CONTRACT** made this _____ day of _____, 2025, by and between

_____ hereinafter called the "Contractor", _____ (Homeowner) and the City of Buchanan, Michigan, hereinafter called the "City". WITNESSETH: That the Contractor, Homeowner and the City for the consideration stated herein agree as follows:

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Address 1:	\$
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Dumpsters	\$
Total of Alternate Bids	\$
Total Estimate with Alternate Bids.	\$

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Company

City of Buchanan

Authorized Official

Tony McGhee, City Manager

Signature of Authorized Official, Title

Signature of Authorized Official, Title

Business Address

302 N Redbud Trail | Buchanan, MI 49107
Business Address

Email Address of Primary Contact

tmcghee@cityofbuchanan.com

Email Address of Primary Contact

Telephone Number

269-695-3844

Project Address

(Homeowner 1's Name)

(Homeowner 2's Name)

(Homeowner 1's Signature)

(Homeowner 2's Signature)