

David Whitaker, Esq.
Director
Irvin Corley, Jr.
Executive Policy Manager
Marcell R. Todd, Jr.
*Deputy Director and
Senior City Planner*
Janese Chapman
Deputy Director

LaKisha Barclift, Esq.
M. Rory Bolger, Ph.D., AICP
Elizabeth Cabot, Esq.
Tasha Cowen
Richard Drumb
George Etheridge

City of Detroit CITY COUNCIL

LEGISLATIVE POLICY DIVISION
208 Coleman A. Young Municipal Center
Detroit, Michigan 48226
Phone: (313) 224-4946 Fax: (313) 224-4336

Deborah Goldstein
Christopher Gulock, AICP
Derrick Headd
Marcel Hurt, Esq.
Kimani Jeffrey
Anne Marie Langan
Jamie Murphy
Kim Newby
Analine Powers, Ph.D.
Jennifer Reinhardt
Sabrina Shockley
Thomas Stephens, Esq.
David Teeter
Theresa Thomas
Kathryn Lynch Underwood

TO: The Honorable City Council

FROM: David Whitaker, Director
Legislative Policy Division Staff

DATE: January 31, 2019

RE: **REVIEW OF CONTRACTS AND PURCHASING FILES**

Attached are the comments and review of the Legislative Policy Division regarding the contracts that were submitted by the Office of Contracting and Procurement for the regular session scheduled for February 1, 2019.

The contracts included on this list will be referred to the Standing Committees for their review and report back to the City Council.

The comments and review of the Legislative Policy Division staff are printed in bold following each contract.

Attachments

cc: Janice Winfrey City Clerk
Mark Lockridge Auditor General
Boysie Jackson Office of Contracting and Procurement
Irvin Corley Legislative Policy Division
Marcell Todd Legislative Policy Division
Stephanie Washington Mayor's Office

Contracts Submitted to City Council
 Regular Session of February 1, 2019

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Statistics compiled for the Contracts submitted in the list for February 1, 2019.

Department	No. of Contracts or Purchase Orders	Detroit-Based Business Bids	Change, Extension Increases, Renewals	Located in Detroit
Chief Fin.Offic. Treasury	1	0	0	0
Fire	1	0	0	0
Housing & Revitaliz. 2 ESG contracts 1 Contract for demolition	4	0	1 Amendment	4
Mayor's Office	1	0	0	0
Public Works	3	0	1 Amendment	0
Transportation	1	0	1 Amendment	0
Totals	11	0 Detroit-Based	3 Amendments	4

Contracts Submitted for City Council
Regular Session of February 1, 2019

Statistics

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This list represents costs totaling \$ 1,293,950.60¹

Included in the total costs are the following:

General Fund	\$ 450,000.00
Blight Reinvestment Project Fund	\$ 93,400.00
Street Fund	\$ 428,550.60
Grant Funds	\$ 322,000.00

¹ The contract list includes: 3 Amendment to increase funding and/or extend term; New contracts for terms of 1 and 3 years; and 1 Demolition contract.

TO: THE HONORABLE CITY COUNCIL

FROM: David Whitaker, Director
Legislative Policy Division Staff

DATE: January 31, 2019

RE: **CONTRACTS AND PURCHASE ORDERS SCHEDULED TO BE CONSIDERED AT
THE FORMAL SESSION OF FEBRUARY 1, 2019**

DEPARTMENT OF PUBLIC WORKS

6001341 100% Street Funding – AMEND 1– To Provide the Manufacture and Delivery of Bituminous Aggregate Paving Mixture. – Contractor: Cadillac Asphalt Co. – Location: 2575 S. Haggerty Rd., Ste. 100, Canton, MI 48188 – Contract Period: Upon City Council Approval through April 17, 2019 – Contract Increase: \$83,001.60 – Total Contract Amount: \$9,262,001.60.

This Amendment is to add Additional Funds for Outstanding Invoices.

Costs budgeted to Street Fund, Acct. 3301-06424-193822-621900-000048-30110, Appropriation for Major Street Operations includes available funding of \$29,092,485 as of January 25, 2019.

This request is for approval of an amendment to increase the costs authorized under this contract, by \$83,001.60 for the purchase of additional asphalt. The contract initially estimated a requirement of 165,000 tons; Actually purchased 166,431 tons – an additional 1,431 tons.

Contract includes delivery of the asphalt paving mixture in the vendor's trucks and application to the street.

Contract 6001341 was approved April 24, 2018 for a 1 year term through April 17, 2019, for a total cost of \$9,179,000. Contract provided for purchase and delivery of 2 types of mixture at \$57.60 per ton and \$52.60 per ton.

**Covenant of Equal Opportunity Affidavit signed 7-18-16;
TAXES: Good Through 7-17-19 and 1-31-19;
Hiring Policy Compliance Affidavit signed 7-18-16, Employment application submitted complies;
Slavery Era Records Disclosure Affidavit signed 7-18-16, indicating business established 2003, NO records to disclose;
Political Contributions and Expenditures Statement signed 1-18-18, indicating "None."**

Public Works Department - continued

6001814 100% Street Funding – To Provide U-Channel Steel Sign Posts and Anchors. – Contractor: MDSolutions Inc. – Location: 8225 Estates Parkway, Plain City, OH 43064 – Contract Period: Upon City Council Approval through May 14, 2020 – Total Contract Amount: \$75,564.00.

Costs budgeted to Street Fund, Acct. 3301-06424-193826-621907-000048-30110, Appropriation for Major Street Operations includes available funding of \$29,092,485 as of January 25, 2019.

Bids solicited, from Nov. 27 through December 7, 2018, for the purchase of U-Channel sign posts and Anchors; 4 bids received.

This recommendation is for the Lowest Bid received from MD Solutions, for the indicated total of \$75,564. The contract is for a term through May 14, 2020.

Purchase indicated to include 3,600 U-Channel steel street sign posts at \$15.11 each; and 3,600 Steel Sign Anchors at \$5.88 each.

Other bids received include: AVE Office Solutions for \$151,992; Begus online for \$302,400; and BIKO for \$663,732.

**Covenant of Equal Opportunity Affidavit signed 12-11-18;
TAXES: Good Through 12-17-19 and 8-31-19;
Hiring Policy Compliance Affidavit signed 8-24-16, Employment application submitted complies;
Slavery Era Records Disclosure Affidavit signed 8-24-16, indicating business established 2001, NO records to disclose;
Political Contributions and Expenditures Statement signed 1-24-18, indicating No contributions.**

Previous contract for U-Channel Street Sign posts and anchors [No. 6000652] was also with MD Solutions, approved May 2017, for a 2-year term, through May 14, 2019, for a costs of \$286,560; this included purchase annually of estimated 7,200 sign posts and 7,200 anchors – double the purchase if the proposed contract; Costs were \$14.31 per sign post, and \$5.59 per sign anchor.

Public Works Department - continued

6001845 100% Street Funding – To Provide Aluminum Street Sign Blanks. – Contractor: MDSolutions Inc. – Location: 8225 Estates Parkway, Plain City, OH 43064 – Contract Period: Upon City Council Approval through January 21, 2020 – Total Contract Amount: \$269,985.00.

Costs budgeted to Street Fund, Acct. 3301-06424-193826-621907-000048-30110, Appropriation for Major Street Operations includes available funding of \$29,092,485 as of January 25, 2019.

Bids solicited, from November 26 through December 6, 2018, for Aluminum Street sign blanks; 8 Bids received.

This recommendation is for the Lowest Acceptable Bid from MD Solutions for the indicated total of \$269,985.

The request for bids, included specifications for 24 different items; a total of 20,200 signs.

Two bids were rejected, from Begus Online for \$13 determined to be non-responsive; and US Standard Sign for \$255,010.25 determined to not meet specifications.

Other Bids received include: Osburn Associates for \$274,332; Ace Restoration for \$301,117.50; Lightle Enterprises for \$311,680.50; h10 Graphics for \$373,569; and AVE Office Supplies for \$1,260,050.

**Covenant of Equal Opportunity Affidavit signed 12-11-18;
TAXES: Good Through 12-17-19 and 8-31-19;
Hiring Policy Compliance Affidavit signed 8-24-16, Employment application submitted complies;
Slavery Era Records Disclosure Affidavit signed 8-24-16, indicating business established 2001, NO records to disclose;
Political Contributions and Expenditures Statement signed 1-24-18, indicating No contributions.**

***Previous contracts for Blank Aluminum street signs include:
No. 6001260 approved Feb. 20, 2018, with MD Solutions, for a period through Feb. 6, 2019, for a cost of \$122,300.28, for an estimated 12,114 sign blanks;***

No. 6000651, approved in June 2017, with Osburn Associates, for a term through April 30, 2018, for a cost of \$108,26.64.

DEPARTMENT OF TRANSPORTATION

6000395 100% City Funding – AMEND 3 – To Provide Oils and Lubricants for DDOT. –
Contractor: Wolverine Oil & Supply Co. Inc. – 10455 Ford Rd., Dearborn, MI 481126 –
Contract Period: Upon City Council Approval through June 30, 2019 – Contract Increase:
\$0.00 – Total Contract Amount: \$330,000.00.

This Amendment is For Time Extension Only. Original Contract Expires, January 31, 2019

Costs budgeted to Transportation Operation Fund, Acct. 5301-00150-2002800-621501-000056-0, Appropriation for Vehicle Maintenance includes available funding of #7,200,972 as of Jan. 25, 2019.

This request is for approval of an amendment to extend the term of the contract by 5 months, through June 30, 2019. There is no change to the contract amount of \$330,000.

The extension is necessary to allow the department to continue purchase of oils and lubricants, while this item is being rebid.

The contract provides for the purchase of various types of lubricating oil, in 55-gallon drums, or delivery in bulk by tanker truck.

Contract 6000395 was initially approved November 15, 2016, for a 2-year term, through October 31, 2018, for a cost of \$240,000.

Amendment 1 to the contract was submitted and approved the Week of Nov. 26, 2018, to extend the contract term 3 months, through January 31, 2019, and increase the costs by \$90,000.

Covenant of Equal Opportunity Affidavit signed 9-13-18;

TAXES: Good Through 8-20-19 and 8-31-19;

Hiring Policy Compliance Affidavit signed 9-13-18, Employment application submitted complies;

Slavery Era Records Disclosure Affidavit signed 9-13-18, indicating NO records to disclose;

Political Contributions and Expenditures Statement signed 8-10-18, indicating “None.”

FIRE

3030238 100% City Funding – To Provide Software for Fire Billing and Inspections. – Contractor: Tyler Technologies, Inc. – Location: 4100 Miller-Valentine Ct., Moraine, OH 45439 – Contract Period: Upon City Council Approval through March, 31, 2019 – Total Contract Amount: \$35,000.00.

Costs budgeted to General Fund, Acct. 1000-00065-240240-617900-0-0, Appropriation for Fire Ordinance Enforcement includes available funding of \$2,773,576 as of January 25, 2019.

This request is for approval of a new contract to continue licensing and maintenance of the Mobile Eyes software system through March 2019.

The software allows Fire Inspectors to prepare digital inspection forms and cite code violations; issue and track invoices for inspections, permits and license fees; automatically sends information to command vehicles and apparatus equipped with designated hardware. Information enables the Department to develop pre-fire plans that can be provided quickly to commanders and first responders.

Mobile Eyes software has been used by the Fire Dept. since at least April 2009, through contracts with TradeMaster. According to the Office of Contracting and Procurement, TradeMaster was acquired by Tyler Technologies.

Most recent contract, No. 3012321, was approved with TradeMaster on May 9, 2017, for a 6-month period, through Nov. 30, 2017, for a cost of \$30,015;

An extension to No. 3012321, for 1 year, through November 2018, was approved in Oct. 2017, for a cost of \$98,086.

**Covenant of Equal Opportunity Affidavit signed 12-17-18;
TAXES: Good Through 12-14-19 and 1-31-19;
Hiring Policy Compliance Affidavit signed 12-17-18, Employment application submitted complies;
Slavery Era Records Disclosure Affidavit signed 12-17-18, indicating business established 1966,
NO records to disclose;
Political Contributions and Expenditures Statement signed 12-17-18, indicating “None.”**

HOUSING AND REVITALIZATION DEPARTMENT

6000438 100% City Funding – AMEND 2 – To Provide Assistance and Development in Managing Loan Pool for Housing Rehabilitation for existing homeowners. – Contractor: Local Initiatives Support Corporation – Location: 660 Woodward Ave., Ste. 1600, Detroit, MI 48226 – Contract Period: Upon City Council Approval through December 31, 2019 – Contract Increase: \$220,000.00 – Total Contract Amount: \$9,820,000.00.

Costs budgeted to 2 accounts as follows:

\$100,000 to Block Grant Fund, Acct. 2001-13609-364067-651159-0-0, Appropriation for CDBG Housing Rehabilitation includes available funding of \$103,718; and Encumbered funds of \$3,827,194 as of January 25 and

\$120,000 to General Fund, Acct. 1000-00058-230010-617900-0-0, Appropriation for Office of Chief Financial Officer includes available funding of \$128,695 as of January 25, 2019.

This request is for approval of an amendment to extend the term of Contract 6000438 for 1 year, through December 31, 2019, and increase the contract costs by \$220,000. Goal to provide loans for 578 single family homes; In addition to \$9.7 Million in block grant, Agency has raised \$6,263,292 in private funding for this program.

The contract with Local Initiatives Support Corp. [LISC] was for administration of a program to provide financing to homeowners to make repairs and renovations to their homes, to comply with City Code, address health and safety concerns, and façade improvements. Loans are available to households at a variety of income levels at 0% interest rate, with low or no associated fees.

This contract was initially approved a No. 2900808, on Nov. 25, 2014, for a 2 year term, through December 31, 2016, with block grant funding of \$6,600,000; the block grant funding was to be matched by \$4,000,000 in Private Loan Capital, and Private Grant funds of \$1,063,292. The initial budget was indicated to support 300 loans.

LISC was indicated to be uniquely qualified to raise the required matching funds and administer the home loan program for the City.

The contract was re-submitted and approved Nov. 22, 2016, as Contract 6000438, to extend the term 2 additional years, through December 31, 2018, and increase the initial block grant funding of \$6,600,000 by \$3,000,000 to a total of \$9,600,000.

Amendment 1 to Contract 6000438 was approved the Week of Aug. 20, 2018, to amend contract language, required by HUD, to define and specify the use of private loan capital and CDBG funds, and the repayment of the loans.

**Covenant of Equal Opportunity Affidavit signed 6-27-18;
TAXES: Good Through 6-27-19 and 8-31-19;
Hiring Policy Compliance Affidavit signed 6-27-18, Memo submitted indicating they do not use Employment applications, request resume and cover letter in response to online job postings;
Slavery Era Records Disclosure Affidavit signed 6-2-17, indicating NO records to disclose;
Political Contributions and Expenditures Statement signed 6-27-18, indicating “Not Applicable.”**

Housing & Revitalization Department - *continued*

6001704 100% Federal Funding – To Provide a Warming Center for Single Men, and Emergency Housing. – Contractor: Detroit Rescue Mission Ministries – Location: 150 Stimson, Detroit, MI 48201 – Contract Period: Upon City Council Approval through December 31, 2019 – Total Contract Amount: \$150,000.00.

Costs budgeted to Federal Grant Fund, Acct. 2002-13340-361508-651147-0-0, Appropriation for Emergency Solutions Grant includes available funding of \$1,426,881 as of January 25, 2019.

Funding allocated from the 2018-2019 Emergency Solution Grant to nonprofit organizations which provide outreach, emergency shelter, homelessness prevention, rapid rehousing, transitional housing and/or support services for homeless individuals within Detroit.

Project Coordinator for the Agency is Aurine Moore

Proposed contract to enable the Agency to provide a Warming Center and emergency shelter on 3rd Street; Services to include safe and decent emergency housing to single men, while they work with agency staff and affiliated agencies to move into permanent housing and self-sufficiency as quickly as possible. Services include: housing, food, hygienic supplies, bathroom facilities, referrals for ID documents, health care, substance abuse treatment, mental health care.

Warming Center to be open 7 days per week, 24 hours per day, from November through March.

The contract states that a minimum of 324 persons to receive services through this contract.

Contract budget includes: Personnel costs of \$113,055; Maintenance costs of \$15,733.82; Utilities for \$4,500; Food costs of \$3,000; Supplies for \$6,535; Insurance for \$800; Telephone costs of \$2,000; IT services for \$280; Security for \$70; Client transportation for \$890; ID documents for \$105; HMIS costs of \$2,941.18.

ESG funding is matched with \$150,000 in cash and non-cash resources.

Covenant of Equal Opportunity Affidavit signed 10-2-17;

TAXES: Good Through 4-2-19 and 1-31-19;

Hiring Policy Compliance Affidavit signed 10-2-17, Employment application submitted complies;

Slavery Era Records Disclosure Affidavit signed 10-2-17, indicating NO records to disclose;

Political Contributions and Expenditures Statement signed 12-6-18, indicating “N/A.”

Previous contract with Detroit Rescue Mission, to operate Third Street Warming Center [No. 6001424] was approved May 15, 2018, for a term through March 31, 2019, for award of \$100,000.

Housing & Revitalization Department - *continued*

6001772 100% Federal Funding – To Provide Safe, and Decent Emergency Housing for Women with Children. – Contractor: Detroit Rescue Mission Ministries – Location: 150 Stimson, Detroit, MI 48201 – Contract Period: Upon City Council Approval through December 31, 2019 – Total Contract Amount: \$72,000.00.

Costs budgeted to Federal Grant Fund, Acct. 2002-13340-361508-651147-0-0, Appropriation for Emergency Solutions Grant includes available funding of \$1,426,881 as of January 25, 2019.

Funding allocated from the 2018-2019 Emergency Solution Grant to nonprofit organizations which provide outreach, emergency shelter, homelessness prevention, rapid rehousing, transitional housing and/or support services for homeless individuals within Detroit.

Project Coordinator for the Agency is Aurine Moore

Proposed contract to enable the Agency to provide a Family Emergency shelter on West Chicago; Services are for women and their children while they work with staff to obtain permanent housing and self-sufficiency. Services include: housing, food, hygienic supplies, bathroom facilities, referrals for ID documents, health care, substance abuse treatment, mental health care.

The contract indicates facility has 20 beds and expects to serve 90 women and children annually.

Contract budget includes: Personnel costs of \$51,060; Maintenance costs of \$10,000; Utilities for \$5,015.24; Client transportation for \$1,805; ID documents for \$2,708; and HMIS costs of \$1,411.76.

ESG funding is matched with \$72,000.

Covenant of Equal Opportunity Affidavit signed 10-2-17;

TAXES: Good Through 4-2-19 and 1-31-19;

Hiring Policy Compliance Affidavit signed 10-2-17, Employment application submitted complies;

Slavery Era Records Disclosure Affidavit signed 10-2-17, indicating NO records to disclose;

Political Contributions and Expenditures Statement signed 12-6-18, indicating “N/A.”

Previous contract with Detroit Rescue Mission, to operate Genesis House II services [No. 6001252] was approved May 15, 2018, for a term through March 31, 2019, for award of \$90,000.

MAYORS OFFICE

6001671 100% City Funding – To Provide Lean Six Sigma Transactional Green Belt and Web Based Software. – Contractor: Moresteam – Location: 9976 Brewster lane, Powell, OH 43065 – Contract Period: Upon City Council Approval through October 31, 2020 – Total Contract Amount: \$70,000.00.

Costs budgeted to General Fund, Acct. 1000-00105-280320-617900-0-0, Appropriation for Human Resources Administration includes available funds of \$2,011,115 as of January 25, 2019.

This is a new contract to continue the services of Moresteam for on-line training and web-based software; that includes statistical analysis and project management tools for Lean Six Sigma Transactional Green Belt and web based software.

Curriculum to provide instruction of tools and methods using the web-based statistical software package; courses to include interactive exercises, quizzes, toolsets and simulations that prepare students to complete real projects; administrative tool to monitor course completion.

Software allows teams to collaborate on a project file.

The project fees include: Lean Six Sigma Transactional Green Belt for \$575 each [100 users]; and EngineRoom Web Annual Subscription for \$75 each [100 users].

The term of the contract is indicated to be for 2 years, from the Notice to Proceed.

The previous contract with Moresteam [6000340] was approved in October 2016 for a term of 2 year, through October 31, 2018, for a cost of \$65,000; contract included the same Lean Six Sigma Transactional Green Belt course and the Annual subscription, for 100 users.

Covenant of Equal Opportunity Affidavit signed 8-24-18;

TAXES: Good Through 9-11-19 and 1-31-19;

Hiring Policy Compliance Affidavit signed 8-24-18, Employment application does include questions of any felony conviction, however, the vendor states the application is given to the individual to complete after the interview;

Slavery Era Records Disclosure Affidavit signed 8-24-18, indicating business established 1999, NO records to disclose;

Political Contributions and Expenditures Statement signed 12-18-18, indicating

OFFICE OF CHIEF FINANCIAL OFFICER-TREASURY

6001846 100% City Funding – To Provide Investment Consultant Services for the Retirement Protection Trust Fund. – Contractor: AndCo Consulting, LLC– Location: 4901 Vineland Rd., Ste. 600, Orlando, FL 32811 – Contract Period: Upon City Council Approval through February 1, 2022 –Total Contract Amount: \$225,000.00.

Costs budgeted to General Fund, Acct. 1000-00063-230070-617900-0-0, Appropriation for Office of Treasury includes available funding of \$6,254,681 as of January 25, 2019.

Proposals solicited, from October 5 through October 19, 2018, for Investment Consulting Services for Retirement Protection Trust Fund; 3 Proposals received, evaluated and scored.

This proposed contract is recommended with the proposal scored the highest, received from AndCo Consulting. The AndCo Consulting proposal “demonstrated the best understanding of the RFP requirements, provided the most complete proposal and detailed interview received.

AndCo Consulting demonstrated more expertise in advising other Michigan based public pension funds, with retirement investment management experience specifically in Wayne, Oakland and Macomb Counties.

The Annual Fee of \$75,000, was the 2nd low cost, evaluation indicates AndCo offered the most competitive fees for requested services; providing full transparency in pricing and compensation.

Services include: Design customized strategic asset allocation and rebalancing policy; Comprehensive asset allocation studies to determine appropriate asset mix to meet objectives of the Investment Advisory Committee; Develop investment policy statement, provide periodic review; Monitor and report on investment manager compliance to the investment policy statement; Perform manager search and evaluation; Recommend replacement managers as necessary; Provide ongoing educational services to Investment Advisory Committee.

Other Proposals received include: Graystone MS for \$60,000; NEPC for \$100,000.

**Covenant of Equal Opportunity Affidavit signed 10-17-18;
TAXES: Good Through 12-26-19 and 8-31-19;
Hiring Policy Compliance Affidavit signed 10-17-18, Employment application submitted complies;
Slavery Era Records Disclosure Affidavit signed 10-17-18, indicating business established 2000,
NO records to disclose;
Political Contributions and Expenditures Statement signed 10-17-18, indicating “N/A.”**

The Following Emergency Procurements for Demolitions were authorized by Department of Housing and Revitalization, Building and Safety and Detroit Building Authority.

HOUSING AND REVITALIZATION

3030667 100% City Funding – To Provide Imminent Danger for Commercial Demolition at 4663 Mt. Elliot. – Contractor: Homrich– Location: 65 Cadillac Square, Ste. 2701, Detroit, MI 48226 – Contract Period: Upon City Council Approval through June 13, 2019 – Total Contract Amount: \$93,400.00

Costs budgeted to Blight Reinvestment Project Fund, Acct. 1003-20253-367302-628500-0-0, Appropriation for Reinvestment-Blight includes available funds of \$20,013,217 as of Jan. 25, 2019.

Notice of Emergency Ordered demolition from the director of Buildings, Safety Engineering, and Environmental dated April 9, 2018 for 4663 Mt. Elliott.

Pictures of structure to be demolished included following the contract discussion.

Bids solicited from Oct. 20, at 10:26 AM to Oct. 21, 2018 at Noon; for commercial demolition at 4663 Mt. Elliot. 1 Bid received from Homrich for \$93,400.

Specific costs for demolition at 4633 Mt. Elliot were not included with the contract documents.

4663 Mt. Elliot was included on a previous contract for demolition [No. 3024449] approved June 12, 2018, with Adamo Demolition for a contract cost of \$46,650. However, Adamo realized the demolition was more extensive than anticipated, and gave property back; Property was re-bid.

**Covenant of Equal Opportunity Affidavit signed 3-9-18;
TAXES: Good Through 1-2-20 and 1-31-19;
Hiring Policy Compliance Affidavit signed 3-9-18, Employment application submitted complies;
Slavery Era Records Disclosure Affidavit signed 3-9-18, indicating business established 1964, NO records to disclose;
Political Contributions and Expenditures Statement signed 3-9-18, indicating “None”.**

Housing & Revitalization Department - continued

3030667

Homrich Contact Cost of \$93,400

4663 Mt. Elliot - \$93,300

