
BOARD OF HEALTH – FINANCE COMMITTEE

Agenda for February 13, 2026 at 9:00 AM

1. Call to Order
 - a. Roll Call
 - b. Approval of the Agenda
2. Public Comment
3. Unfinished Business
 - a.
4. New Business
 - a. HVAC Bids Hillsdale – pg 2
 - b. Bank Account for St. Joseph County Deposits – pg 23
 - c. Senior Medicare Patrol Project – pg 24
5. Public Comment
6. Commissioner Comments
7. Adjournment - Next meeting: Full Board meets on February 26, 2026, next Finance Committee Meeting March 16, 2026.

Public Comment:
For the purpose of public participation during public hearings or during the public comment portion of a meeting, every speaker prior to the beginning of the meeting is requested but not required to provide the Board with his or her name, address and subject to be discussed. Speakers are requested to provide comments that are civil and respectful. Each speaker will be allowed to speak for no more than three (3) minutes at each public comment opportunity.

Hillsdale Building HVAC Bid Review

Bids were due January 27, 2026 at 1 pm

Number of bids received: 3

Evaluation of Bids: The bid award shall be made in the best interest of BHSJ, as determined by BHSJ. Proposals will first be screened to ensure responsiveness to the RFP. Considerations are focused toward, but not limited to:

- Price: Bidders must carefully review the scope of work and ensure their proposal includes the total cost of the project.
- Insurance: Bidders must be licensed and maintain insurance
- Completion Date: Bidders must specify the estimated completion date for the work.
- Adequacy and Completeness: The submitted packet must contain all items.
- Evaluation of Contractors Work/References: References must be submitted in order for the bid to be considered complete.

Contractor	Price	Insurance Certificate	Adequacy & Completeness	Evaluation & References	Completion Date
Griffiths Mechanical	57,160.28	Not provided	Not complete	Not provided	Not provided
Ryan & Bradshaw	78,584.00	Provided	Submitted addendum after contact regarding line set location and basement ceiling repair	Provided all positive	June 30, 2026
R Johnson Builders	77,000.00	Provided	Complete	Provided all positive	June 1, 2026

EVALUATION CRITERIA

The Branch-Hillsdale-St. Joseph Community Health Agency will adhere to the following procedures in evaluating proposals. An Evaluation/Selection Committee (Committee), which may include members of the agency staff and possibly one or more outside experts, will screen and review all proposals. The factors to be considered by the Committee in reviewing the proposals will be:

1. Ability of the Proposer to Carry Out and Manage the Proposed Project (30%) An assessment of the statement of qualifications, including past experience of the organization in general. Qualities and indicators that will receive

consideration include the number and types of projects the organization or its employees have completed; the variety of projects completed and a demonstration of the organization's ability to undertake this project; and the demonstrated ability to work with governmental bodies and a full understanding of applicable laws or regulations that relate to the project.

2. Qualifications (30%) The qualifications (including education, training, licenses, experience, and past performance) of the Proposer and its agents, employees, and sub-service providers. BHSJCHA may consider Proposer's timely and accurate performance on contracts.

3. Cost of Proposal (40%) Cost, while not determinative, will be considered in the selection process.

4. Local Business (+5%) If the Proposer's company is physically located within the counties of Branch, Hillsdale, or St. Joseph will receive an additional five points.

Contractor	Ability to Carry out and Manage 30%	Qualifications 30%	Cost of Proposal 40%	Local Businesses receive 5 points	Total Score
Griffiths	Not Scored	Not Scored	Not Scored	Not Scored	0
Ryan & Bradshaw	28	30	38	5	101
R Johnson Builders	30	30	40	5	105

**Invitation to Bid
Building HVAC upgrade at building located at
20 Care Drive, Hillsdale, Michigan**

The Branch-Hillsdale-St. Joseph Community Health Agency (BHSJ) is accepting sealed bids from licensed contractors to replace the current HVAC equipment for the building located at 20 Care Drive, Hillsdale, Michigan, excluding that equipment serving the MCDC suite. All project work must be completed by June 30, 2026. The closing date for the bid is Tuesday, January 27, 2026 at 1:00 p.m. Proposals not physically received by the deadline will be returned, unopened. To obtain a copy of the invitation to bid, please visit our web site at www.bhsj.org. Bids must be submitted on the bid form provided in the invitation to bid.

Request for Bids:

Closing Date: January 27, 2026 at 1:00 PM

Contract Administrator: Rebecca Burns

Telephone: 517-933-3040

Email Address: burnsr@bhsj.org

Website Address: www.bhsj.org

Location: 20 Care Drive, Hillsdale, MI

Scope: The bid shall cover the procurement of a licensed contractor to remove and properly dispose of and then replace HVAC furnaces #1, #2, #3, and #4 and corresponding air conditioning units and lines from a/c to furnace that serve the original building, excluding the window heating and cooling units. Failure of the general contractor to see information in any part of the contract documents will not be a valid reason for issuing a change order.

Updates/Notifications: All notifications, releases, and amendments associated with this project will be posted at www.bhsj.org. BHSJ will make no attempt to contact contractors with updated information. It will be the responsibility of each contractor to periodically check this site for the latest details.

General Information

Contract:

Replacement of the heating and air conditioning equipment serving the original building, excluding the MCDC suite. Excluded in the work are the window heating and cooling units. Failure of the general contractor to see information in any part of the contract documents will not be a valid reason for issuing a change order.

Bid Submission:

Completed proposals may be submitted in a sealed envelope by mail or hand-delivered in person. Bids should be in sealed envelopes, clearly marked as follows, and delivered to:

Branch-Hillsdale-St. Joseph Community Health Agency
HVAC BID – Attn: Rebecca Burns
20 Care Drive
Hillsdale, MI 49242

Pre-Bid Meeting: Wednesday, January 7, 2026 1:00-2:00 pm at 20 Care Dr, Hillsdale, MI.

Bids Due: Tuesday, January 27, 2026, at 1:00 p.m.

Bids Opened Publicly: Tuesday, January 27, 2026 at 1:30 p.m. in the conference room of the building located at 20 Care Drive, Hillsdale, MI 49093

Bids must be submitted on the bid form provided in the following pages and received in a sealed envelope.

Description:

The bid shall consist of the total cost for providing all manpower, equipment, materials, disposal and supplies required to perform the specified renovation.

Agency's Rights:

The Branch-Hillsdale-St. Joseph Community Health Agency reserves the right to accept or reject any or all bids in the best interest of the Agency.

Contract Cancellation:

The Branch-Hillsdale-St. Joseph Community Health Agency reserves the right to cancel any Agreement signed by the parties, by providing a written 30-day notice.

General Requirements

Scope of Work:

Replacement of heating and air conditioning equipment for the original building at the location of 20 Care Dr, Hillsdale, MI 49242. The window heating and cooling units at this location and the equipment in the MCDC suite are not included in the scope of work. Work to be completed by June 30, 2026. All bids must address:

1. Remove and dispose of existing HVAC equipment.
2. Remove bulk head and drywall ceiling covering AC line sets.
3. Remove and dispose of existing line sets.
4. Install new gas high efficiency furnaces with all necessary duct work.

5. Install new cased coils and condensation pumps if needed.
6. Install media air filters.
7. Install new 3 phase AC units with new line sets along the bulkhead area where the old line sets were run,
8. Connect all necessary electrical wiring.
9. Rebuild bulkhead, drywall finish ready for paint, paint bulk head and ceiling areas to match existing ceiling.
10. Remove and dispose of all debris.

Pre-Bid Meeting:

A pre-bid meeting to examine the existing HVAC equipment and review the spaces to be served by the equipment will be held on Wednesday, January 7, 2026 1:00 – 2:00 pm.

Equipment, Inspections, & Permits:

The Contractor shall supply all manpower, equipment, materials, and supplies required to perform the work. All equipment used to perform the work described in the Contract shall meet all applicable State and Local Regulations. The contractor shall be responsible to obtain and pay for all local/required permits and inspections.

Conditions to Bidding

1. **Inquiries:** All inquiries regarding this Request for Bid shall be submitted via email to Rebecca Burns burnsr@bhsj.org
2. **Cost of Preparing Bids:** All costs associated with the preparation of bids, including the cost of determining the nature of the engagement, preparing the bid, submitting the bid, negotiating for the contract and any other costs associated with responding to this Request for Bids are the sole responsibility of the Bidder and BHSJ will not reimburse any costs incurred in preparation of the bid. All responses will become the property of BHSJ once submitted.
3. **Acceptance or Rejection:** BHSJ reserves the right to accept or reject any or all bids; to waive any informalities or technicalities; clarify any ambiguities in bids; modify any criteria in the request for bid; and unless otherwise specified, to accept any item in a bid.
4. **Evaluation of Bids:** The bid award shall be made in the best interest of BHSJ, as determined by BHSJ. Proposals will first be screened to ensure responsiveness to the RFP. Considerations are focused toward, but not limited to:
 - Price: Bidders must carefully review the scope of work and ensure their proposal includes the total cost of the project.
 - Insurance: Bidders must be licensed and maintain insurance
 - Completion Date: Bidders must specify the estimated completion date for the work.
 - Adequacy and Completeness: The submitted packet must contain all items.
 - Evaluation of Contractors Work/References: References must be submitted in order for the bid to be considered complete.

EVALUATION CRITERIA

The Branch-Hillsdale-St. Joseph Community Health Agency will adhere to the following procedures in evaluating proposals. An Evaluation/Selection Committee (Committee), which may include members of the agency staff and possibly one or more outside experts, will screen and review all proposals. The factors to be considered by the Committee in reviewing the proposals will be:

1. **Ability of the Proposer to Carry Out and Manage the Proposed Project (30%)** An assessment of the statement of qualifications, including past experience

of the organization in general. Qualities and indicators that will receive consideration include the number and types of projects the organization or its employees have completed; the variety of projects completed and a demonstration of the organization's ability to undertake this project; and the demonstrated ability to work with governmental bodies and a full understanding of applicable laws or regulations that relate to the project.

2. **Qualifications (30%)** The qualifications (including education, training, licenses, experience, and past performance) of the Proposer and its agents, employees, and sub-service providers. BHSJCHA may consider Proposer's timely and accurate performance on contracts.

3. **Cost of Proposal (40%)** Cost, while not determinative, will be considered in the selection process.

4. **Local Business (+5%)** If the Proposer's company is physically located within the counties of Branch, Hillsdale, or St. Joseph will receive an additional five points.

5. **Review Process:** BHSJ reserves the right to make an award without further discussion of the bids submitted; therefore, proposals should be initially submitted on the most favorable term the bidder can propose. Bids will be included with information made available to the BHSJ Board of Health, which is also available to the public.
6. **Notification of Award:** It is expected that a decision will be made selecting the successful Bidder at the February 26, 2026 Board of Health meeting.
7. **Contractual Obligations:** This request for bid, including the terms and conditions set forth within, will be considered a contractual agreement between BHSJ and the awarded contractor once the bid is offered by BHSJ, and accepted by the awarded contractor. At the discretion of BHSJ, the awarded contractor may be required to enter into an additional contractual agreement for the services proposed in the bid.

Proposal Format

Proposals must be submitted on the attached Bid Form and submitted along with the attached Certification Form. They must be accompanied by the evidence of accords listed on the bid form and a minimum of three references.

General Provisions

1. **Contract:** This request for bid, including the terms and conditions set forth within, will be considered a contractual agreement between BHSJ and the awarded contractor once the bid is offered by BHSJ, and accepted by the awarded contractor. At the discretion of BHSJ, the awarded contractor may be required to enter into an additional contractual agreement for the services proposed in the bid.
2. **Independent Contractor:** Both parties, in the performance of this contract, shall be acting in their individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agency of one party shall not be construed to be the employees or agency of the other party for any purpose, whatsoever.
3. **Project Completion Date:** The estimated project completion date should be specified by the bidder in the bid. This project must be completed by June 30, 2026. The specific completion date will be negotiated during the award process of the successful bid.
4. **Payment:** Once a successful proposal has been chosen and the procurement model and pricing has been determined, BHSJ will negotiate with the successful bidder to ensure the appropriate payment is made at completion of the project. If the contractor requires any payments be made up-front, the contractor must make that request on the submitted pricing proposal.

5. **Financial Award:** The contractor agrees and understands that the payment of sums specified in this contract is dependent and contingent upon and subject to the appropriation and allocation of funds for the purpose set forth in this request for bids and is contingent upon fund availability.
6. **General Indemnity:** The contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify BHSJ, assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the contractor or their employees, including losses, expenses or damages sustained by officials (including the Health Officer, Board of Health, as well as employees) from any and all such losses, expenses, damages, demands and claims. The contractor further agrees to defend any suit or action brought against officials (as outlined above) based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the contractor agrees to purchase and maintain, during the life of this contract, general liability insurance as outlined above. The obligations of the contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the contractor.
7. **Hold Harmless:** The contractor shall indemnify BHSJ against all claims for injury to or death of any persons; for loss or damage to any property; and for infringement of any copyright or patent occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations, or performance of work under this contract.

BHSJ shall not be precluded from receiving the benefits of any insurance the contractor may carry which provides for indemnification for any loss or damage to property in the contractor's custody and control, where such loss or destruction is to BHSJ property. The contractor shall do nothing to prejudice BHSJ's right to recover against third parties for any loss, destruction, or damages to BHSJ property.



Bid Form

HVAC Bid for BHSJ Building Located at 20 Care Drive, Hillsdale, MI
Closing Date: Tuesday, January 27, 2026, at 1:00 PM EST.

We submit a bid to furnish requirements in accordance with the scope of work listed under General Requirements above. I hereby certify that I (we) do not have any substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest is one which a reasonable person would think would compromise the open competitive bid process.

Legal Name of Person or Entity Represented:
Telephone Number:
Email Address:
Mailing Address:
City, State, Zip:
Social Security / Federal Employer Identification Number: (Information will be redacted from public information)
Signature of Authorized Representative:
Typed or Printed Name of Signature:
Title:
Date:
Total Cost to Complete Project:
Proposed Payment Terms:
Estimated Completion Date: (Must be completed by June 30, 2026)
Evidence of Accords Must be Attached: <ul style="list-style-type: none">• Copy of Mechanical License• Copy of Insurance Certificate• Copy of General Liability• Copy of Workers' Compensation Insurance
Contractors must provide a minimum of three references.

Certification Statement

By submitting this bid, the potential contactor certifies the following:

- The proposal is signed by an authorized representative of the entity.
- All costs, direct and indirect, have been determined and are included in the pricing proposal.
- No substantial conflict of interest exists which influenced the submitting bid.
- The bidder has read and understands the terms, conditions, and requirements set forth in this request for bid and agrees to them with no exceptions.

Therefore, in accordance to this request for bids and subject to all conditions here in, the undersigned offers and agrees to perform the services in accordance with the specifications and conditions of this request for bid at the price quoted, providing the bid is accepted within 60 days of the date of submission.

Individual / Entity Represented:
Signature:
Typed or printed name:
Title:
Date:



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Invitation to Bid - HVAC

Friday December 5, 2025 - Monday January 26, 2026

Note Added January 6, 2026. Bid Closes January 27, 2026 at 1:00 PM

Please view the document to submit a bid. The bid will be reviewed and awarded in February 2026.

NOTE - January 6, 2026

Upon further investigation, the line sets for the air conditioning units are located above the hallway ceiling, **run through joists, in the lower level of the building, not in the bulkhead as originally expected.** The hallway ceiling is constructed of drywall that is finished and painted. In order to replace the line sets removal of the drywall ceiling will be required. Restoration of the ceiling will be required by the contractor. Bids should be clear about the restoration of the ceiling. **Questions should be directed to Rebecca Burns at burnsr@bhsj.org or 517-933-3040.**

UPDATES:

- There are 4 thermostats that serve the system. They are located two on the lower level and two on the upper level.
- Bids should include replacement of humidifier units.
- A/C units are single stage, not 3-stage, as mentioned in the bid information.



Invitation to Bid HVAC

posted December 5, 2025



1401 Vera Drive
Hillsdale, MI 49242
(517) 437-4259
FAX (517) 437-4260

Page No. of Pages.

PROPOSAL

19097

TO

Branch-Hillsdale-St. Joseph Community Health Agency
HVAC BID – Attn: Rebecca Burns
20 Care Dr
Hillsdale, MI 49242

PHONE

517-933-3040

DATE

01/27/2026

JOB NAME / LOCATION

JOB NUMBER

JOB PHONE

We hereby submit specifications and estimates for:

HVAC systems

- (4) Ruud, model R96TA100, 69,000/98,000 BTU two-stage natural gas furnaces and 96% fuel efficient
- (3) Ruud, model RA13NY60, 5-ton 13 SEER2 condensers with R454B refrigerant
- (1) Ruud, model RA13NY36, 3-ton 13 SEER2 condenser with R454B refrigerant
- (3) Ruud 5-ton cased cooling coils
- (1) Ruud 3-ton cased cooling coil
- Connect to existing PVC vent and combustion air piping below ceiling in mechanical room
- Reconnect to existing gas piping
- Reconnect all line and low voltage wiring
- Install new refrigeration line piping to each system
- Sheet metal transitions to the existing supply air plenums
- Reconnect to the existing return air ductwork and install 4" media air filters
- Condensate drain piping to floor drain
- Commission systems
- Includes removal and disposal of all equipment, refrigeration lines, and debris
- Demo and refinish existing refrigeration line bulkhead
- Permit and inspections

TOTAL: SEVENTY-ONE THOUSAND NINE HUNDRED EIGHTY-FOUR DOLLARS \$71,984.00

We Propose hereby to furnish material and labor – complete in accordance with the above specifications, for the sum of: _____ dollars (\$ _____).

Payment to be made as follows:

Progressive payments due the 10th of the following month.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized
Signature _____

Note: This proposal may be
withdrawn by us if not accepted within

Scott Donihue, President

30 days.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance: _____

FORM # 12-05

2026-02-13 BOH Finance Committee Materials, Page 10 / 24




**BRANCH-HILLSDALE-ST. JOSEPH
COMMUNITY HEALTH
AGENCY** | YOUR LOCAL
HEALTH DEPARTMENT

Bid Form

HVAC Bid for BHSJ Building Located at 20 Care Drive, Hillsdale, MI
Closing Date: Tuesday, January 27, 2026, at 1:00 PM EST.

We submit a bid to furnish requirements in accordance with the scope of work listed under General Requirements above. I hereby certify that I (we) do not have any substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest is one which a reasonable person would think would compromise the open competitive bid process.

Legal Name of Person or Entity Represented:	Ryan + Bradshaw Inc
Telephone Number:	517-437-4259
Email Address:	ryanandbradshaw@hotmail.com
Mailing Address:	1401 Vera Dr
City, State, Zip:	Hillsdale, MI 49242
Social Security / Federal Employer Identification Number: (Information will be redacted from public information)	38-1918163
Signature of Authorized Representative:	
Typed or Printed Name of Signature:	SCOTT DONIHUE
Title:	PRESIDENT
Date:	JAN 27 2026
Total Cost to Complete Project:	\$71,984.00
Proposed Payment Terms:	PROGRESSIVE
Estimated Completion Date: (Must be completed by June 30, 2026)	JUNE 30, 2026
Evidence of Accords Must be Attached:	<ul style="list-style-type: none">• Copy of Mechanical License• Copy of Insurance Certificate• Copy of General Liability• Copy of Workers' Compensation Insurance
Contractors must provide a minimum of three references.	

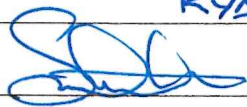


Certification Statement

By submitting this bid, the potential contactor certifies the following:

- The proposal is signed by an authorized representative of the entity.
- All costs, direct and indirect, have been determined and are included in the pricing proposal.
- No substantial conflict of interest exists which influenced the submitting bid.
- The bidder has read and understands the terms, conditions, and requirements set forth in this request for bid and agrees to them with no exceptions.

Therefore, in accordance to this request for bids and subject to all conditions here in, the undersigned offers and agrees to perform the services in accordance with the specifications and conditions of this request for bid at the price quoted, providing the bid is accepted within 60 days of the date of submission.

Individual / Entity Represented:	RYAN & BRADSHAW INC.
Signature:	
Typed or printed name:	SCOTT DONIHUE
Title:	PRESIDENT
Date:	4/27/26

GRETCHEN WHITMER
Governor

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Mechanical Contractor License

L345500

SCOTT ADEN DONIHUE
1401 VERA DR
HILLSDALE, MI 49242

Classifications:

- 1 - Hydronic & Cooling and Process Piping
- 2 - HVAC Equipment
- 3 - Ductwork
- 5 - Limited Heating Service

License No.
7112700

Expiration Date:
08/31/2028

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/14/2025

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

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

PRODUCER
FEDERATED MUTUAL INSURANCE COMPANY
HOME OFFICE: P.O. BOX 328
OWATONNA, MN 55060

CONTACT
NAME: CLIENT CONTACT CENTER
PHONE
(A/C, No, Ext): 888-333-4949 FAX
(A/C, No): 507-446-4664
E-MAIL
ADDRESS: CLIENTCONTACTCENTER@FEDINS.COM

INSURED
RYAN AND BRADSHAW, INC.
1401 VERA DR
HILLSDALE, MI 49242-9340

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: FEDERATED MUTUAL INSURANCE COMPANY	13935
INSURER B: FEDERATED RESERVE INSURANCE COMPANY	16024
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 0

REVISION NUMBER: 0

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

INSR LTR		TYPE OF INSURANCE		ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A		COMMERCIAL GENERAL LIABILITY		N	N	6123871	05/01/2025	05/01/2026	EACH OCCURRENCE		\$1,000,000
		CLAIMS-MADE	<input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)		\$100,000
	<input checked="" type="checkbox"/>	BUSINESS OWNER'S LIABILITY							MED EXP (Any one person)		
									PERSONAL & ADV INJURY		\$1,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE		\$2,000,000
	<input checked="" type="checkbox"/>	POLICY	<input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS & COMP/OP ACC		\$2,000,000
		OTHER:									
B		AUTOMOBILE LIABILITY		N	N	6123872	05/01/2025	05/01/2026	COMBINED SINGLE LIMIT (Ea accident)		\$1,000,000
	<input checked="" type="checkbox"/>	ANY AUTO							BODILY INJURY (Per Person)		
		OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per Accident)		
		HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per Accident)		
A	<input checked="" type="checkbox"/>	UMBRELLA LIAB		N	N	6123873	05/01/2025	05/01/2026	EACH OCCURRENCE		\$1,000,000
		EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE						AGGREGATE		\$1,000,000
		DED	<input type="checkbox"/> RETENTION								
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N <input type="checkbox"/>	N/A	N	1894758	05/01/2025	05/01/2026	<input checked="" type="checkbox"/> PER STATUTE	<input type="checkbox"/> OTHER	
									E.I. EACH ACCIDENT		\$1,000,000
									E.I. DISEASE - EA EMPLOYEE		\$1,000,000
									E.I. DISEASE - POLICY LIMIT		\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

THIS COPY IS NOT TO BE REPRODUCED FOR ISSUANCE OF CERTIFICATES.

CERTIFICATE HOLDER

A CERTIFICATE HAS BEEN FILED WITH EACH OF YOUR CERTIFICATE HOLDERS.

0 0

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Nicholas R. Lower



1401 Vera Drive
Hillsdale, MI 49242
(517) 437-4259
FAX (517) 437-4260

Page No. of Pages.

PROPOSAL

19109

TO

Branch-Hillsdale-St. Joseph Community Health Agency
HVAC BID – Attn: Rebecca Burns
20 Care Dr
Hillsdale, MI 49242

PHONE
517-933-3040

DATE
02/10/2026

JOB NAME / LOCATION

JOB NUMBER

JOB PHONE

We hereby submit specifications and estimates for:

Addendum #1 to original scope of work, per email received 02-05-2026

- Additional labor and materials to demo ceiling to gain access to refrigeration piping
- Once refrigeration piping work is completed, replace drywall, finish, and paint

ADD: FOUR THOUSAND EIGHT HUNDRED DOLLARS \$4,800.00

- Additional labor and materials to replace (3) duct mounted humidifiers with similar models and automatic digital controls

ADD: ONE THOUSAND EIGHT HUNDRED DOLLARS \$1,800.00

We Propose hereby to furnish material and labor – complete in accordance with the above specifications, for the sum of: _____ dollars (\$)).

Payment to be made as follows:

Progressive payments due the 10th of the following month.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized
Signature

Note: This proposal may be
withdrawn by us if not accepted within

Scott Donihue, President

30 days.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance: _____

FORM # 12-05

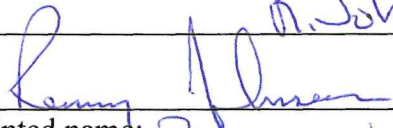
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Certification Statement

By submitting this bid, the potential contactor certifies the following:

- The proposal is signed by an authorized representative of the entity.
- All costs, direct and indirect, have been determined and are included in the pricing proposal.
- No substantial conflict of interest exists which influenced the submitting bid.
- The bidder has read and understands the terms, conditions, and requirements set forth in this request for bid and agrees to them with no exceptions.

Therefore, in accordance to this request for bids and subject to all conditions here in, the undersigned offers and agrees to perform the services in accordance with the specifications and conditions of this request for bid at the price quoted, providing the bid is accepted within 60 days of the date of submission.

Individual / Entity Represented:	R. Johnson Builders Inc
Signature:	
Typed or printed name:	Renny Johnson
Title:	President
Date:	1/23/24

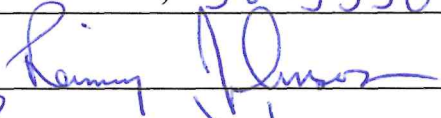


BRANCH-HILLSDALE-ST. JOSEPH
COMMUNITY HEALTH
AGENCY | YOUR LOCAL
HEALTH DEPARTMENT

Bid Form

HVAC Bid for BHSJ Building Located at 20 Care Drive, Hillsdale, MI
Closing Date: Tuesday, January 27, 2026, at 1:00 PM EST.

We submit a bid to furnish requirements in accordance with the scope of work listed under General Requirements above. I hereby certify that I (we) do not have any substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest is one which a reasonable person would think would compromise the open competitive bid process.

Legal Name of Person or Entity Represented:	R. Johnson Builders Inc.
Telephone Number:	517 227 0765
Email Address:	rjohnsonbuilders@outlook.com
Mailing Address:	113 Tuttle Park Dr
City, State, Zip:	Sherwood, MI, 49089
Social Security / Federal Employer Identification Number: (Information will be redacted from public information)	38-3550886
Signature of Authorized Representative:	
Typed or Printed Name of Signature:	Reimny Johnson
Title:	President
Date:	1/23/26
Total Cost to Complete Project:	77,000 ⁰⁰
Proposed Payment Terms:	50% to Start / balance on completion
Estimated Completion Date: (Must be completed by June 30, 2026)	6/1/26
Evidence of Accords Must be Attached:	<ul style="list-style-type: none">• Copy of Mechanical License• Copy of Insurance Certificate• Copy of General Liability• Copy of Workers' Compensation Insurance
Contractors must provide a minimum of three references.	



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/01/2025

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

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

PRODUCER		CONTACT NAME: Joe Drennan	
Vozar Insurance		PHONE (A/C, No, Ext): (517) 741-3607	FAX (A/C, No): (517) 741-3640
365 N Broadway St		E-MAIL ADDRESS: joe@vozarins.com	
Union City MI 49094		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: FREMONT INS CO	13994
INSURED		INSURER B: LIBERTY MUTUAL	
R Johnson Builders Inc		INSURER C:	
113 TUTTLE PARK DR		INSURER D:	
SHERWOOD MI 49089-9715		INSURER E:	
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			CPP0094535-02	12/22/2024	12/22/2025	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence) \$				
			MED EXP (Any one person) \$ 5,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
A	AUTOMOBILE LIABILITY			CAP0033409-02	12/22/2024	12/22/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO		BODILY INJURY (Per person) \$				
	<input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY		BODILY INJURY (Per accident) \$				
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY		PROPERTY DAMAGE (Per accident) \$				
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED RETENTION \$						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC5-33S-B26Z4V-015	09/19/2025	09/19/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	N	N/A				E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Branch Hillsdale St Joseph Community Health Agency	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
20 Care Dr Hillsdale MI 49242	AUTHORIZED REPRESENTATIVE Joe Drennan

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Q887153

GRETCHEN WHITMER
Governor

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

R JOHNSON BUILDERS INC.
113 TUTTLE DRIVE
SHERWOOD, MI 49089

Qualifying Officer:
Reinny Duane Johnson
Qualifying Officer #
2101065236

MUST BE DISPLAYED IN A CONSPICUOUS PLACE

License No.
2102162703

Expiration Date:
05/31/2027

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

L344848

GRETCHEN WHITMER
Governor

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Mechanical Contractor License

REINNY JOHNSON
113 TUTTLE DR
SHERWOOD, MI 49089

Classifications:

- 1 - Hydronic & Cooling and Process Piping
- 2 - HVAC Equipment
- 3 - Ductwork
- 5 - Limited Heating Service
- 7 - Limited Refrigeration and Air Conditioning Service

License No.
7106816

Expiration Date:
08/31/2028

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

Griffiths Mechanical
1250 E Chicago Rd
Jonesville, MI 49250



PROPOSAL

Presented to:
BHSJ Community Health Agency
570 N. Marshall Rd
Coldwater, MI 49036

Job # 22632
Job Name Bid Invite
Proposal # P-22632-1
Technician Chad Berger
Issue Date Jan 27 2026

Customer Contact:
M: (517) 279-9561
E: hazelh@bhsj.org

Service Location:
Hillsdale HSDI
20 Care Drive
Hillsdale, MI 49242

Price: \$57,160.28

Description

Rheem 96% two stage 100K

[R962V1005A21M4SCAP] Rheem two stage constant CFM blower 100,000 BTU. 96% A.F.U.E. Econet enabled. 10 year parts and limited lifetime heat exchanger warranty.

Rheem 96% two stage 85K

[R962V0855A21M4SCAP] Rheem two stage constant CFM blower 85,000 BTU. 96% A.F.U.E. Econet enabled. 10 year parts and limited lifetime heat exchanger warranty.

Rheem Coil - 5 ton 21in

[RCFY6021STAAMC] Rheem cased coil - 5 ton 21in. Bi-directional air flow. Multi positional N coil. Aluminum fins. 10 year parts warranty.

Rheem Coil - 4 ton 21in

[RCFY4821STANMC] Rheem cased coil - 4 ton 21in. Bi-directional air flow. Multi positional N coil. Aluminum fins. 10 year parts warranty.

Rheem 13 SEER2 5 Ton

[RA13NY60AJ1NA] Rheem 13.4 SEER2 5 ton Condensing unit. R-454B refrigerant. 10 year parts and compressor warranty.

Rheem 13 SEER2 4 Ton

[RA13NY48AJ1NA] Rheem 13.4 SEER2 4 ton Condensing unit. R-454B refrigerant. 10 year parts and compressor warranty.

Line Set

3/8 x 3/4 x 3/4 insulation - Filter driers included

Condenser pad 36in

3in DiversiTech Condensing unit pad 36 x 36

Media Filter - Aprilaire 413

[AF413] Aprilaire 413 Air Filters are designed exclusively by Aprilaire to work with Aprilaire Model 4400, Model 3410, and Model 2410 Air Purifiers. If you added the Upgrade Kit 1413 to your Aprilaire Model 2400 or Model 2140 you can also use the Aprilaire 413 Air Filters

Description

W/R 2 Stg Digital Programmable Thermostat

[Tstat2] Multi stage digital programmable thermostat

Misc. Install Kit

Electric, venting, drain, and gas piping materials

Aprilaire 500

[500] Aprilaire 500 Bypass Humidifier - 24 VAC at 60 Hz, 0.5 A, Automatic Digital Control, 12 gpd Capacity

Labor Regular/Straight

[LABREG] Labor Straight Time/Hr

Permit Fee

Permit Fee

Sub - Contractor

Line set access - Repair drywall in mechanical room and basement hallways to gain access to all line sets from mechanical room to east side of building. Drywall will cut out where needed. Drywall will be replaced and finished where needed. Paint to match is included.

Price

\$57,160.28

[Review and Sign](#)

Sign up for a Maintenance Plan and save \$3,816.81

Proposal Notes:

Remove and properly dispose of existing (4) furnace, A/C, and humidifier systems located in basement. Provide and install (4) new Rheem 96% two stage furnaces and (4) 13 SEER2 A/C systems. Provided and install (4) new Aprilaire bypass humidifiers. Replacement of all refrigeration line sets included. Aprilaire media filter for all systems included. All reconnections of ductwork, gas, electrical, and venting included. Sub-contractor included for drywall repairs and painting. Start up and commissioning included.

Customer Approval:

☐ I accept this proposal and agree to the terms and conditions.

Contractor Warranties:

AIG Extended Warranty:

5 year labor warranty.

Contract Terms:

Payment Terms: Payment in full is due upon completion of work, unless otherwise stated in writing. Completion shall mean that the system has been installed, tested, and is operational in accordance with industry standards. If payment is not made when due, a late charge of 5% of the unpaid or \$5.00 whichever is less, may be assessed in accordance with MCL 445.1209. Title to all equipment and materials remains the property of Griffiths Mechanical Contracting, Inc. until payment is received in full. Griffiths Mechanical Contracting, Inc. reserves the right to file a mechanic's lien for any unpaid balance as permitted under Michigan law. Accepted payment methods: Cash, Check, Credit/Debit or Financing.

Change Orders: Any work requested by the Customer that is not included in the original scope must be authorized in writing through a signed change order and may affect total cost and completion time.

Warranty: Contractor warrants workmanship for one (1) year from date of completion, unless otherwise specified. Manufacturer warranties apply to all installed equipment and materials. Warranty is void if payment is not made in full or if system is serviced by others during the warranty period.

Delays and Access: Customer shall provide clear access to the work area and any necessary utilities. Contractor is not responsible for delays caused by conditions beyond its control.

Permits and Inspections: Contractor shall obtain required permits unless otherwise agreed in writing. Customer is responsible for fees or penalties resulting from inspection delays due to nonpayment or lack of access.

Limitation of Liability: Contractor's liability is limited to the cost of the work performed. Contractor shall not be liable for incidental or consequential damages.

Cancellation/ Right to Rescind: Customer may cancel within three (3) business days of signing per Michigan law. Cancellation must be in writing and delivered to the Contractor's business address.

Dispute Resolution: Any dispute shall first be addressed by negotiation. If unresolved, it may be submitted to binding arbitration or small claims court in Michigan.

Entire Agreement: This document, including any attached proposals or change orders, represents the entire agreement.

Griffiths Mechanical Contracting, Inc.

1250 E Chicago Rd Jonesville, MI 49250

(517)849-2632 | Office@griffithsmechanical.com

MI License # 71-02786

Depository Bank Accounts

The agency currently utilizes a depository account at Sturgis Bank and Trust for staff in the St. Joseph County offices to make local deposits. At the time the account was established, Sturgis Bank and Trust was selected because it maintained branch locations in both Three Rivers and Sturgis.

Since that time, Century Bank and Trust has opened a branch office in Three Rivers that is significantly closer to the agency than the Sturgis Bank and Trust location. Century Bank and Trust also maintains a branch in Sturgis that is comparable in distance to the agency's office as the Sturgis Bank and Trust location.

Currently, the depository account at Sturgis Bank and Trust is the only account the agency maintains with that institution, while the agency utilizes Century Bank and Trust for the majority of its other banking relationships.

A comparison of travel distances highlights the operational benefit of this change:

- **Sturgis office**
 - Century Bank and Trust (Sturgis): 1.5 miles
 - Sturgis Bank and Trust (Sturgis): 1.3 miles
- **Three Rivers office**
 - Century Bank and Trust (Three Rivers): 0.6 miles
 - Sturgis Bank and Trust (Sturgis): 1.6 miles

While the Sturgis locations are comparable in distance, the Century Bank and Trust branch in Three Rivers is closer to the agency than the Sturgis Bank and Trust location, resulting in reduced travel time and mileage for staff making deposits.

As a result, the agency proposes opening a new depository account at Century Bank and Trust and closing the existing depository account at Sturgis Bank and Trust. This change is expected to reduce staff time and mileage costs associated with making deposits and eliminate the need to maintain a separate banking relationship for a single account.

February 6, 2026

BOH Finance Committee: AAAIIC Senior Medicare Patrol Project

The SMP projects receive grants from the Administration for Community Living (ACL) to recruit and train retired professionals and other older adults and community members to prevent, recognize, and report health care fraud, errors, and abuse. These SMP team members then participate in outreach events to help educate Medicare and Medicaid beneficiaries on the same prevention, recognition, and reporting techniques.

The SMP program has been active in Branch and St. Joseph Counties since early 2000's via the Area Agency and each County Commission on Aging office. SMP is "coupled" with the State Health Insurance Program (SHIP) because it's a topic area that is discussed during 1:1 Medicare counseling sessions and is included in all outreach efforts!

The SMP program model is one of prevention. SMPs educated Medicare beneficiaries to scrutinize their medical statements and bills and subsequently reduce fraud and errors. Though beneficiaries have several avenues they can take to report fraud, SMP staff/volunteers help the beneficiary/family refer the complaint to the appropriate entity.

Our project proposal is built upon collaboration and how it's been successful for so many years. Depending on our award amount, we would propose to sub-award a portion to St. Joseph County COA to continue SMP efforts including; outreach, 1:1 beneficiary/family support, and marketing. Branch County COA declined a sub-award but is committed to collaboration, outreach and 1:1 beneficiary/family support.

Grant Funding Opportunity maximum award per grantee: \$25,000

AAA IIC SMP Grant Request: \$25,000

