



## **Digital Video Surveillance and Recording Systems**

The intent of this RFP is for the installation of hardware, software, maintenance, and technical services in connection with RRHC's mission to provide safe housing at its public housing locations. Proposals should provide response times as defined in the RFP. All monthly, and annual maintenance, and recommendations for internet bandwidth/speeds.

Copies of the RFP package are available from the RRHC Procurement Office at 180 Visger Road, River Rouge, MI. The RFP is also available by making direct email requests to [jwilliams@riverrougehousing.com](mailto:jwilliams@riverrougehousing.com).

Interested firms must submit one (1) original and one (1) electronic version of their proposal package, as described in the solicitation. This RFP will be made available starting on November 20, 2023 and will close on December 21, 2023, by 2:00 pm.

Eboni Nugin  
River Rouge Housing Commission  
Executive Director

## **REQUEST FOR PROPOSALS (RFP) 2023 - 10**

### **DIGITAL VIDEO SURVEILLANCE AND RECORDING SYSTEMS**

**ISSUE DATE:** November, 20, 2023

**DESCRIPTION:** In compliance with 24 CFR 85.36, River Rouge Housing Commission (RRHC) hereby request quotes from qualified firms/independent contractors for digital video surveillance services.

**CONTACT PERSON:** Jessica Williams, [jwilliams@riverrougehousing.com](mailto:jwilliams@riverrougehousing.com)

**SITE WALK-THROUGH:** December 15, 2023, beginning at 10:00 am. Meet at RRHC Central Office located at 180 Visger Road, River Rouge, MI 48218

**LAST DAY FOR QUESTIONS:** December 18, 2023 by COB, at 4:30 pm. Questions provided to contact person via email.

**SUBMISSION DEADLINE:** December 21, 2023, by 2:00 pm est.

**SUBMISSION ADDRESS:** River Rouge Housing Commission  
Procurement/Contract Office  
180 Visger Road  
River Rouge, MI 48218

Separate sealed proposals will be accepted at the River Rouge Housing Commission (RRHC) Procurement/Contract Office, 180 Visger Road, River Rouge, MI 48218 until the date and time noted above. Proposals will be held in confidence and not released in any manner until after contract award.

The responsibility for submitting a response to this RFP to the River Rouge Housing Commission on or before the stated time and date will be solely and strictly the responsibility of the respondent. RRHC is not liable for any costs incurred by the offeror prior to issuance of a contract. The offeror shall wholly absorb all costs incurred in the preparation and presentation of the proposal.

## **PART 1 – GENERAL INFORMATION**

### **Introduction**

In compliance with 24 CFR 85.36, The River Rouge Housing Commission (RRHC) hereby request proposals from qualified firms/independent professional contractors for digital video surveillance and recording systems.

### **1.2 Method of Solicitation**

RRHC is soliciting competitive proposals from qualified firms with a documented track record of providing the required services through a formal Request for Proposal (RFP) process. Proposals should demonstrate detailed plans on how the respondent intends to provide the required services in a manner that will result in the successful and timely completion of the service(s). In addition, the proposal should demonstrate the respondent's capacity and readiness to perform the Scope of Services immediately upon execution of a contract with RRHC. Finally, the proposal should include evidence of the respondent's previous experience and qualifications relative to the provision of such services.

### **1.3 Obtain Copies of this Solicitation.**

Single copies of the RFP package may be obtained, at no cost, by visiting the RRHC website at [www.riverrougehousing.com](http://www.riverrougehousing.com).

Copies may also be picked up in person at:

River Rouge Housing Commission  
Procurement/Contract Office  
180 Visger Road  
River Rouge, MI 48218

## **PART II – SUPPLEMENTAL INSTRUCTIONS TO RESPONDENTS**

### **2.1 Submission of Proposals**

Offerors should submit four (2) complete sets, (one {1} original and online {1} copy) and a digital files on a FLASH DRIVE in PDF format of their proposal, dated and signed by an official of the company. Proposals must be submitted in sealed packaging that shows the company's name, and address. Additionally, clearly written on the outside of the sealed package must be the words "Digital Video Surveillance and Recording Systems."

Submittals received after the deadline date, and time will be determined unacceptable and remain unopened. Refer to form HUD 5369-B, Section 6 regarding late submissions and withdrawals.

**Proposals are not publicly opened.**

All proposals must be submitted in accordance with the conditions and instructions provided herein and must remain open for acceptance for one hundred and eighty days (180) from the due date.

## **2.2 Interpretation/Questions**

During the period between issuance of this RFP and the proposal due date, no oral interpretation of the RFP's requirements will be given to any prospective respondent. Requests for interpretation must be made, in writing, by December 18, 2023, by COB, 4:30pm to [jwilliams@riverrougehousing.com](mailto:jwilliams@riverrougehousing.com).

## **2.3 Addendum and Update Procedures for the RFP**

During the period of advertisement for this RFP, RRHC may wish to amend, add to, or delete from, the contents of this RFP. In such situations, RRHC will issue an addendum to the RFP setting forth the nature of the modification(s) any addenda on RRHC's website [www.riverrougehousing.com](http://www.riverrougehousing.com). It shall be the responsibility of the respondent to ensure they have any/all additional addenda relative to this RFP.

## **2.4 Proposal Format**

All proposals shall be submitted in 8 ½ x 11 inch format, preferably in three (3) ring binders. Larger size pages or inserts may be used if able to fold into 8 ½ x 11 inches. All copies of the submittal must be identical in content organizations. The format of the respondents proposal should be structured the same as the format of the RFP. Proposals should be organized into sections and tabbed for ease of review. Provide a comprehensive Table of Contents at the front of the proposal. Organize the proposal in response to the Submission Requirements, taking care to address all issues identified in the Scope of Services. The front cover of the proposal should bear the name and number of the RFP, the date, and the respondent's name, address, phone, and email address.

## **2.5 Insurance**

All forms that require a signature or initials must bear an original initial or signature. Respondents shall enforce and maintain throughout the term of the contract:

1. Comprehensive General Liability Limits: \$1,000,000 combined single limit with the River Rouge Housing Commission named as additionally insured with respect to the services being procured.

2. Workers Compensation, as required by applicable law.
3. Automobile Liability Limits - \$1,000,000

## **2.6 Acceptance of Proposals**

Proposals must be signed, sealed, and received in completed form at the RRHC, no later than the proposal closing date and time. Proposals submitted after the designated closing date and time will not be accepted for any reason and will be returned unopened to the originator.

RRHC reserves the right to accept or reject any or all proposals, to take exception to these RFP specifications or to waive any formalities. Respondents may be excluded from further considerations for failure to comply with the specification of this RFP.

## **2.7 Time for Reviewing Proposals**

Proposals received prior to the closing date and time will be securely kept, unopened. No proposals received after the closing date and time will be considered. All proposals properly received will be evaluated by RRHC's Evaluation Committee appointed by the Executive Director. The Evaluation Committee will analyze proposals within the 180 days of the date and time due and provide a recommendation for award of contract or not to award to the RRHC Executive Director.

## **2.8 Withdrawal of Proposals**

Proposals may be withdrawn, by means of a written request, or faxed requests dispatched by the respondent in time for delivery in the normal course of business prior to the time fixed for receipt, if written confirmation of withdrawal has the signature of the respondent. In addition, withdrawals must be postmarked prior to the date and time set for proposal opening. Negligence on the part to the respondent in preparing their proposal confers no right to make modifications or withdraw proposal after the due date and time.

## **2.9 Award of Contract**

A contract shall be awarded to the respondent submitting a proposal according to the evaluation criteria contained herein, provided the proposal is in the best interest of RRHC. The respondent to whom the award is made will be notified at the earliest practical date.

## **2.10 HUD Debarment and Suspension List**

The respondents and all subcontractors' names or business must not appear on the HUD's Debarment and Suspension list.

## **2.11 Certification of Legal Entity**

Prior to execution of the contract agreement, the respondent shall certify that joint ventures, partnerships, team agreements, new corporations, or other entities that either exist or will be formally structured are, or will be, legal and binding under the Michigan State Law and the City of River Rouge, Michigan.

#### **2.12 Cost Borne by Respondent**

All cost related to the preparation of this RFP and any related activities are the responsibility of the respondent. RRHC assumes no liability for any costs incurred by the respondent throughout the entire selection process.

#### **2.13 Best Available Data**

All information contained in this RFP is the best data available to RRHC at the time of the RFP was prepared. The information given in the RFP is not intended as representation having binding legal effect. This information is furnished for the convenience of respondents and RRHC assume no liability for any errors or omissions.

#### **2.14 Contact with RRH Staff, Board Members, and Residents**

Beyond the above referenced written communications, respondents and their representatives may not make any other form of contract with RRHC Staff, Board Members, or Residents. Any improper contact by or on behalf of Respondents may be grounds for disqualification.

#### **2.15 Licenses**

Each respondent is presumed by RRHC to have thoroughly studied this RFP and become familiar with the contents, locations, nature of requests, covered by the RFP. Any failure to understand completely any aspect of this RFP is the responsibility of the respondent.

#### **2.17 No Claim Against RRHC**

The respondent shall not obtain, by submitted a proposal in response to this RFP, any claim against RRHC or RRHC's property for reason of all or any part of the following: the selection process; the rejection of any or all offers; the acceptance of any offer; entering into any agreements or failure to enter into any agreements; any statement, representations, acts or omissions of RRHC or any person or entity acting on its behalf; the exercise of any discretion set forth in or concerning any of the foregoing; and any other matters arising out of the foregoing.

### **PART III – SUBMISSION REQUIREMENTS**

#### **3.1 Company Information**

Please furnish a brief history of your company including how long you have been in business, major offices, and location of those offices.

### **3.2 Staffing and Qualifications**

Provide information regarding staff experience and qualifications that demonstrates the respondent's capacity to perform the required services. Include an organizational chart that illustrates respondent's overall staff approach for completing the required work. Include in the chart all key personnel, specialists, and consultants who will be assigned work under contract potentially resulting from this RFP.

### **3.3 Relevant Experience and Past Performance**

- A. Identify similar or related work performed for public housing authorities or other agencies that have been completed to date, or is currently active. Include projects completed or currently underway by the responding entity and/or each major participant in the proposal. For each project identified provide:
  - a. Project name and address.
  - b. Contact person, title, phone number, email address.
  - c. Detailed description of Scope of Services.
  - d. The client for whom the respondent's services were performed.
  - e. The size of the project.
  - f. The services performed by the respondent on the project.
  - g. The dollar value of the contract for services.
  - h. The duration of the project including start and completion dates, or projected completion date if still active.
  - i. A reference contact for the project with name, address, email, and phone number.
- B. Identify experience performing work for public housing authorities or other agencies by the respondent and/or its participants.
- C. Demonstrate ability to perform the services that are well regarded in the industry in terms of content, timeliness, and responsiveness.
- D. If the respondent is a joint venture, or another entity formed solely for responding to this RFP, provide evidence of prior successful collaborations.

### **3.4 References**

Provide a list of clients, previous and current. This list must include the name and title of the contact person, with an address, email, and phone number.

### **3.5 Respondent's Approach and Response to Scope of Services**

- A. Provide a detailed narrative that demonstrates the approach intended for use by the respondent.
- B. The respondent should outline its anticipated approach to reach element of work identified in the Scope of Services.
- C. The approach outlined should be consistent with the objectives and requirements set forth in the RFP and should address how services will be immediately provided upon execution of a contract.
- D. Provide a narrative and bar graph type schedule indicating on how the work will proceed under the contract.

### **3.6 Proposal Cost**

Respondents shall provide a firm total cost along with a detailed itemized breakdown of total cost. Please show all expected expenditures to include all anticipated travel. Total cost must be all-inclusive.

### **3.7 Required Certifications/Forms**

Each proposal must contain a copy of the following HUD form:

- Form HUD 5369-B Instructions to Offerors – Non-Construction
- Form HUD 5369-C Certifications and Representations of Offerors – Non-Construction Contract
- Form HUD SF-LLL Disclosure of Lobbying Activities
- Form HUD 50070 Certification for a Drug-Free Workplace
- Form HUD 50071 Certification of Payments to Influence Federal Transactions

Proposals should be written in a concise, straightforward, and forthright manner. Superficial marketing statements and materials should be avoided.

Please tab and submit documents/information in the following order:

1. Company information
2. Staffing and Qualifications
3. Relevant Experience and Past Performance
4. Three references (previous or current clients) including name, title of contact person, with an address, email and phone number.
5. Approach and Response to Scope of Services
6. Proposal Cost
7. Required HUD Forms
8. Business License and other necessary certificates



9. Statement that the proposal constitutes a firm offer of pricing, which may be accepted at any time within 180 days from and after the date of proposal opening.
10. Name, address, and telephone number of the person to answer questions or provide clarification concerning the offeror's proposal.

#### **PART IV – SCOPE OF SERVICES**

The selected contractor shall furnish and install a high-quality digital video surveillance camera and recording system which includes:

Wireless Digital IP-based Pan/Tilt/Zoom (PTZ) "Patrolling" cameras, capable of offsite monitoring via the internet at all RRHC locations. The total number of cameras are to be determined by the respondent.

The digital recording system should include a Digital Video Recorder (DVR), License Plate Readers (LPR) cameras, and Digital IP-based Interior 2-Megapixel Dome Camera, wireless infrastructure across the properties, including backhauls, extensions and infrastructure for connectivity to the DVR onsite office, along with appropriate camera licenses.

We have attached site plans of all the RRHC locations for which the system is intended.

## **PART V – PROCUREMENT PROCESS**

### **5.1 Proposal Evaluation/Contract Award**

Proposals received in response to this solicitation will be evaluated using the following evaluation process.

- A. The evaluation process will be used to determine the firms that will comprise the short list, from which final selection for contract award will ultimately be made.
  - a. During the evaluation process, technical proposals will be evaluated and scored by an Evaluation Committee appointed by the Executive Director.
  - b. Each member of the selection committee will score each proposal.
  - c. Scoring will be based on predetermined Evaluation Criteria. The available points associated with each area of consideration are shown below in Item 5.2.
  - d. The results of the evaluation of both technical and cost proposals will be used to determine those proposals to be considered in the competitive range.
  - e. Proposals will be considered acceptable if they have a minimum score of 85 points or above.
  - f. The Authority may request that proposers whose submittals are in the competitive range make oral presentations concerning their qualifications to the Authority's Evaluation Committee.
  - g. Cost proposals will be considered acceptable if the proposed cost is clearly not excessive compared to the proposed costs of other respondents with acceptable technical proposals.
  - h. Respondents with acceptable technical and cost proposals may be requested to supply additional information to assist in completing the due diligence review. Failure to satisfactorily complete the due diligence review within the timeframe established by RRHC will result in disqualification of respondent's proposal.

### **5.2 Evaluation Criteria**

#### **A. Organizational Capacity:**

**30 Points**

1. Respondent's organizational capacity will be evaluated through an assessment of the respondent's staff, specialists', and consultants' experience and qualifications. In addition, the respondents' ability to perform the work in a timely manner will be evaluated through a review of previous performance on similar projects, as well as current and projected capacity and workload.
2. Maximum consideration will be given to those respondents having staff with the greatest amount of experience in performing work as required herein, and who can demonstrate sufficient capacity to perform the work timely given current project workload.

**B. Relevant Experience and Past Performance:**

**25 Points**

1. Relevant experience and past performance will be evaluated through an assessment of previous, similarly related projects completed to date.
2. Maximum consideration will be given to those respondents, who demonstrate through their submittal, a documented track record of successfully completed projects of the same type required by this RFP.
3. Maximum consideration will also be given to those respondents who exhibit a successful track record of performing similar services for public housing authorities.

**C. Respondent's Approach and Response to Scope of Services:**

**25 Points**

1. The respondent's approach and response to the Scope of Services will be evaluated through as assessment of the proposed approached for each element of work identified in the Scope of Services.
2. Maximum consideration will be given to those respondents, who demonstrate through their submittal, a clear and prudent plan for performing the required work within the established timeframe.

**D. Proposed Cost:**

**20 Points**

1. Proposal cost will be evaluated through a careful analysis of cost compared to the other respondent's proposals.
2. Maximum consideration will be given to those respondents, who demonstrate through their submittals, the ability to perform the required work at a minimum cost to RRHC.

Additional Points:

Disadvantaged Business Enterprise (DBE) and Section 3 Participation Plan:

DBE/WBE participation:

**5 Points**

Section 3 participation:

**5 Points**

1. The level of Disadvantaged Business Enterprise (DBE), Woman Business Enterprise (WBE) and Section 3 participation will be evaluated through an assessment of the action plans and participation schedules submitted.
2. Maximum consideration will be given to those Respondents, who demonstrate through their submittals, that RRHC's stated participation goals, in terms of DBE, WBE, and Section 3 business enterprise contracting, and Section 3 resident employment and training, will be met.

### 5.3 Summary of Evaluation Criteria

#### Technical Points:

Organizational Capacity	30 Points
Relevant Experience and Past Performance	25 Points
Respondent's Approach/Response to Scope of Services	25 Points
<u>Proposed Cost</u>	<u>20 Points</u>
<b>TOTAL</b>	<b>100 Points</b>

#### Additional Points:

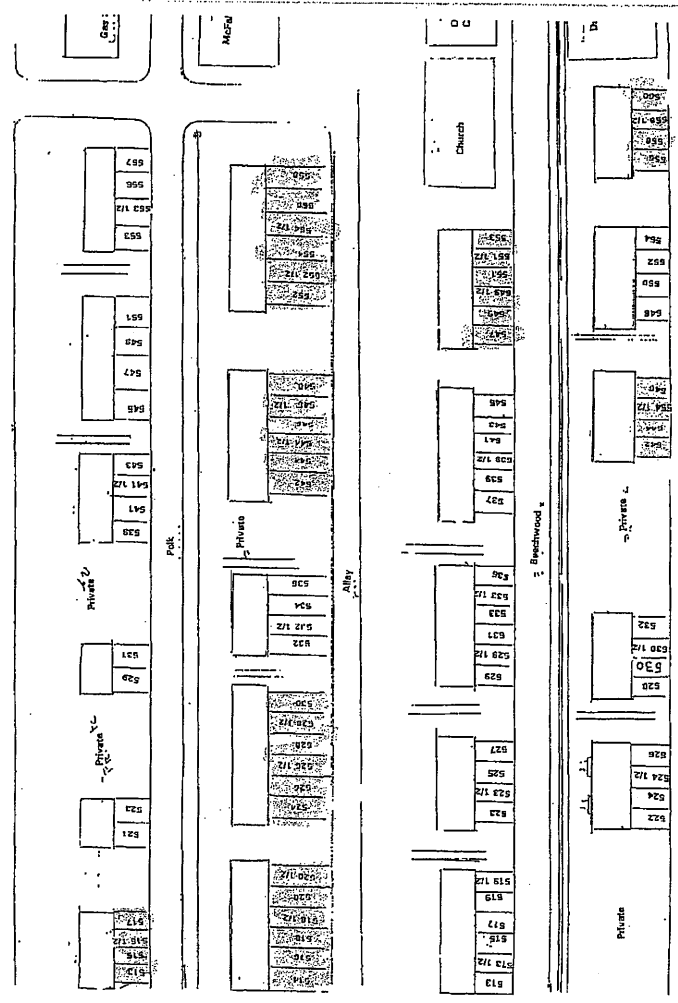
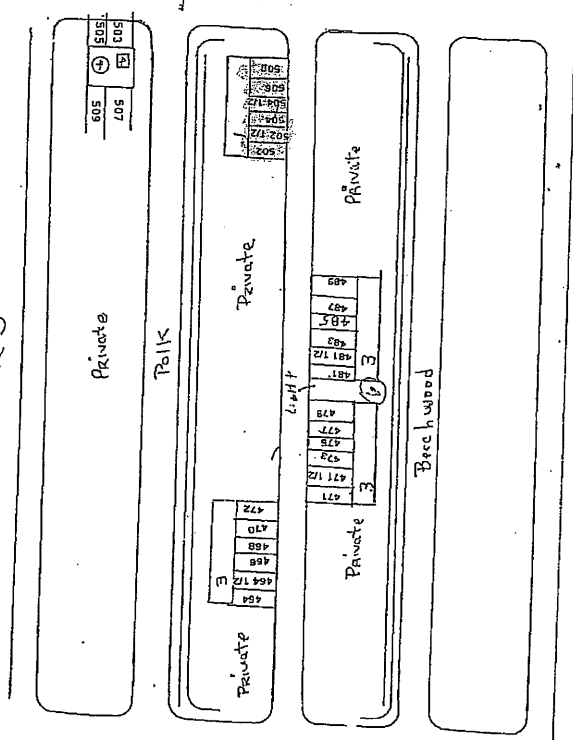
DBE and WBE Participation	5 Points
<u>Section 3 Participation Plan</u>	<u>5 Points</u>
<b>TOTAL</b>	<b>10 Points</b>

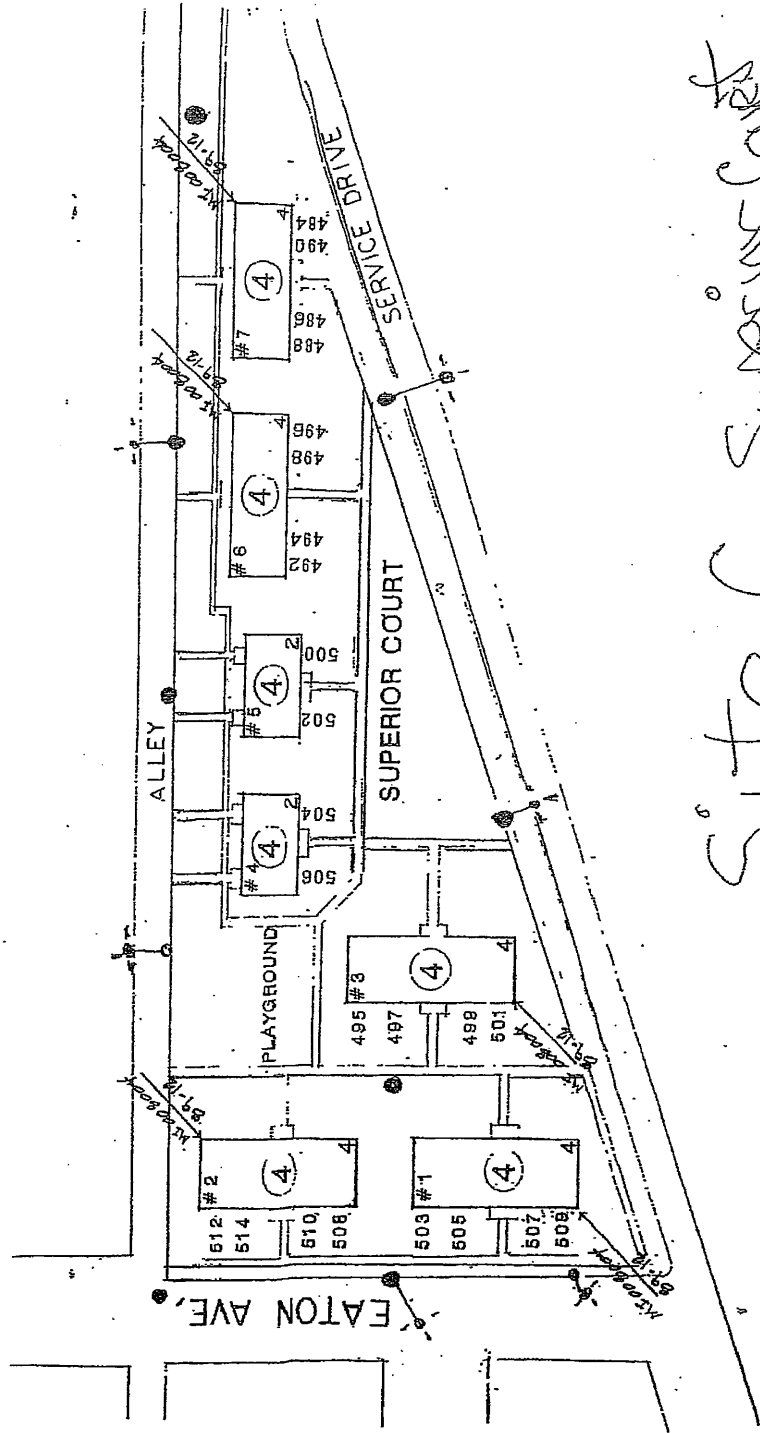
<b>TOTAL POSSIBLE POINTS</b>	<b>110 Points</b>
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**Exhibit A: Site Plan of Targeted Public Housing Developments**

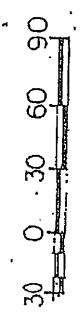
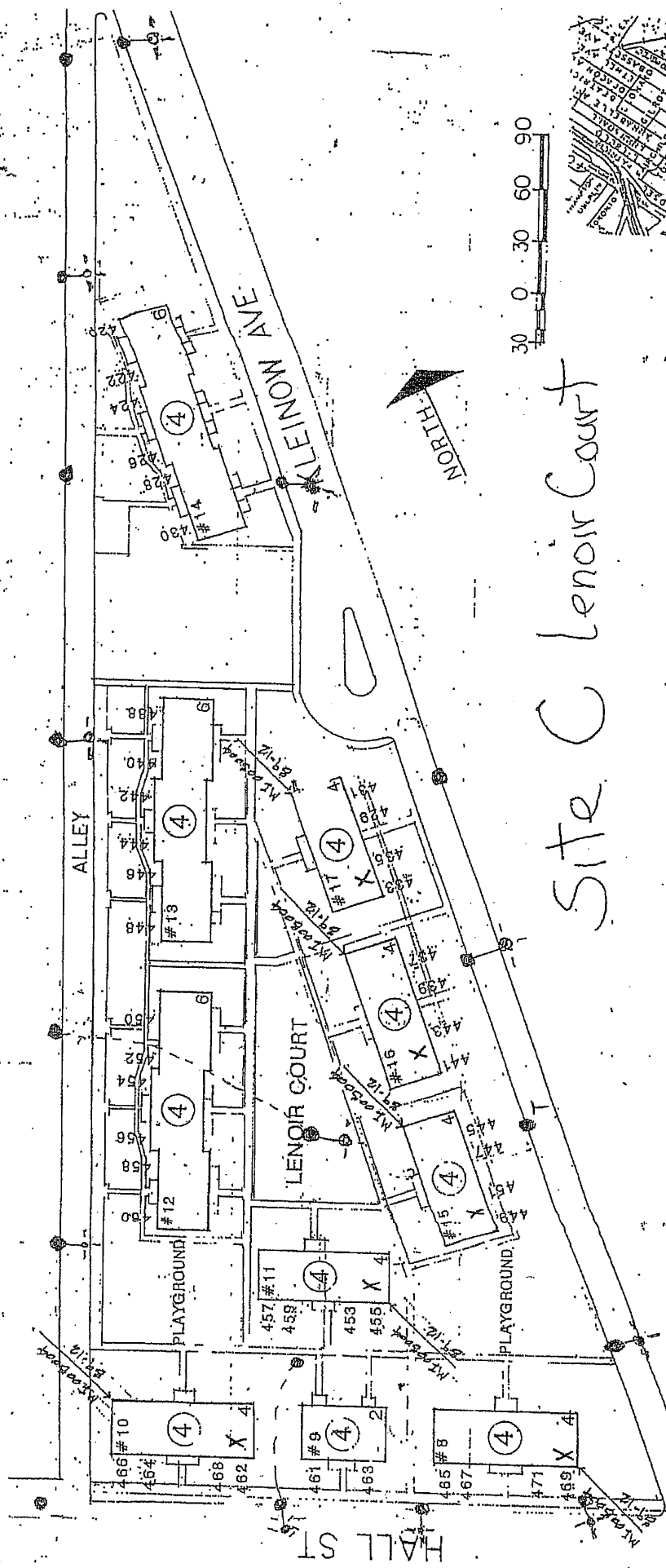
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Site C Superior Courts



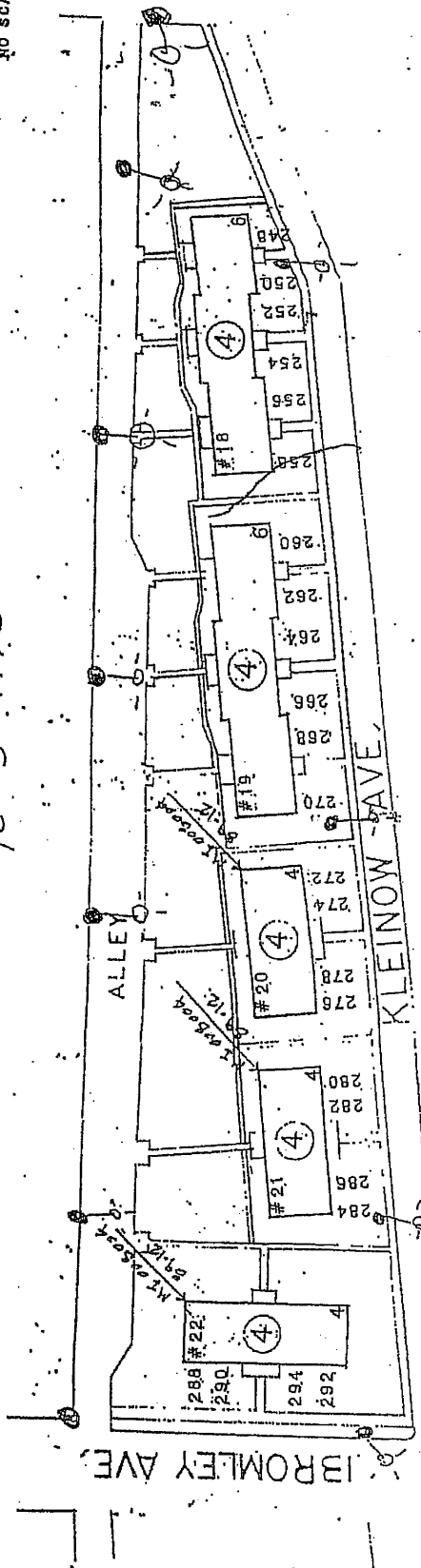
Site C Lenoir Court





KEY PL  
NO SCALE

10-3-1990



SITE PLAN 'C' Kleinow Ave.

PROJECT NUMBER	NUMBER BUILDING
PROJECT #1 (M1008001)	0 BLDG
PROJECT #2 (M1008002)	0 BLDG

UD00 1 R1000

William Leeds

Site A Goodell

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**Exhibit B: Addresses to Public Housing Developments**

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1	Address				
2	465 Lenoir Ct				
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13	455 Lenoir Ct				
14	457 Lenoir Ct				
15	459 Lenoir Ct				
16	450 Lenoir Ct				
17	452 Lenoir Ct				
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19	456 Lenoir Ct				
20	458 Lenoir Ct				
21	460 Lenoir Ct				
22	438 Lenoir Ct				
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32	437 Lenoir Ct				
33	439 Lenoir Ct				

	A	B	C	D	E
34	Address				
35	441 Lenoir Ct				
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37	429 Lenoir Ct				
38	431 Lenoir Ct				
39	433 Lenoir Ct				
40	435 Lenoir Ct				
41	280 Lenoir Ct				
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7	515 Polk					
8	515 1/2 Polk					
9	517 Polk					
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39	556 Polk					
40	558 Polk					
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43	466 Polk					
44	468 Polk					
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2	471 Beechwood					
3	471 1/2 Beechwood					
4	473 Beechwood					
5	475 Beechwood					
6	477 Beechwood					
7	479 Beechwood					
8	481 Beechwood					
9	481 1/2 Beechwood					
10	483 Beechwood					
11	485 Beechwood					
12	487 Beechwood					
13	489 Beechwood					
14	513 Beechwood					
15	513 1/2 Beechwood					
16	515 Beechwood					
17	517 Beechwood					
18	519 Beechwood					
19	519 1/2 Beechwood					
20	522 Beechwood					
21	524 Beechwood					
22	524 1/2 Beechwood					
23	526 Beechwood					
24	523 Beechwood					
25	523 1/2 Beechwood					
26	525 Beechwood					
27	527 Beechwood					
28	528 Beechwood					
29	530 Beechwood					
30	530 1/2 Beechwood					
31	532 Beechwood					
32	529 Beechwood					
33	529 1/2 Beechwood					



	A	B	C	D	E	F
34	Address					
35	531 Beechwood					
36	533 Beechwood					
37	533 1/2 Beechwood					
38	535 Beechwood					
39	537 Beechwood					
40	539 Beechwood					
41	539 1/2 Beechwood					
42	541 Beechwood					
43	543 Beechwood					
44	545 Beechwood					
45	548 Beechwood					
46	550 Beechwood					
47	552 Beechwood					
48	554 Beechwood					
49	547 Beechwood					
50	549 Beechwood					
51	549 1/2 Beechwood					
52	551 Beechwood					
53	551 1/2 Beechwood					
54	553 Beechwood					
55	556 Beechwood					
56	558 Beechwood					
57	558 1/2 Beechwood					
58	560 Beechwood					
59	542 Beechwood					
60	544 Beechwood					
61	511 1/2 Beechwood					
62	543 Beechwood					
63	546 Beechwood					
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	A	B	C	D	E
1	Address				
2	197 Goodell				
3	197 1/2 Goodell				
4	199 Goodell				
5	199 1/2 Goodell				
6	201 Goodell				
7	201 1/2 Goodell				
8	205 Goodell				
9	205 1/2 Goodell				
10	207 Goodell				
11	207 1/2 Goodell				
12	209 Goodell				
13	211 Goodell				
14	227 Goodell				
15	229 Goodell				
16	229 1/2 Goodell				
17	231 Goodell				
18	244 Goodell				
19	246 Goodell				
20	248 Goodell				
21	248 1/2 Goodell				
22	250 Goodell	RG			
23	252 Goodell				
24	270 Goodell				
25	272 Goodell				
26	274 Goodell				
27	276 Goodell				
28	271 Goodell				
29	273 Goodell				
30	275 Goodell				
31	277 Goodell				
32	288 Goodell				
33	290 Goodell				
34	290 1/2 Goodell				
35	292 Goodell				
36	292 1/2 Goodell				
37	294 Goodell				
38	289 Goodell				
39	291 Goodell				
40	293 Goodell				
41	293 1/2 Goodell				
42	295 Goodell				
43	297 Goodell				
44	311 Goodell				
45	313 Goodell				
46	315 Goodell				

	A	B	C	D	E
47	Address				
48	315 1/2 Goodell				
49	317 Goodell				
50	319 Goodell				
51	312 Goodell				
52	314 Goodell				
53	316 Goodell				
54	318 Goodell				
55	224 Goodell				
56	226 Goodell				
57	228 Goodell				
58	230 Goodell				
59	232 Goodell				
60	234 Goodell				
61	249 Goodell				
62	249 1/2 Goodell				
63	251 Goodell				
64	253 Goodell				
65	255 Goodell				
66	257 Goodell				
67	254 Goodell				
68	254 1/2 Goodell				
69	256 Goodell				
70	258 Goodell				
71	258 1/2 Goodell				
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74	301 Goodell				
75	303 Goodell				
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77	307 Goodell				
78	309 Goodell				
79	321 Goodell				
80	321 1/2 Goodell				
81	323 Goodell				
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83	324 Goodell				
84	324 1/2 Goodell				
85	326 Goodell				
86	326 1/2 Goodell				
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	A	B	C	D	E
1	Address				
2	420 Kleinow				
3	422 Kleinow				
4	424 Kleinow				
5	426 Kleinow				
6	428 Kleinow				
7	430 Kleinow				
8	248 Kleinow				
9	250 Kleinow				
10	252 Kleinow				
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30	292 Kleinow				
31	294 Kleinow				
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	A	B	C	D	E
1	Address				
2	492 Superior Ct				
3	494 Superior Ct				
4	496 Superior Ct				
5	498 Superior Ct				
6	484 Superior Ct				
7	486 Superior Ct				
8	488 Superior Ct				
9	490 Superior Ct				
10	503 Superior Ct				
11	505 Superior Ct				
12	507 Superior Ct				
13	509 Superior Ct				
14	508 Superior Ct				
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16	512 Superior Ct				
17	514 Superior Ct				
18	504 Superior Ct				
19	506 Superior Ct				
20	500 Superior Ct				
21	502 Superior Ct				
22	495 Superior Ct				
23	497 Superior Ct				
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