



3024 Turner Street, Lansing MI 48906  
517.267.5221  
[www.inghamlandbank.org](http://www.inghamlandbank.org)



## **Ingham County Land Bank Fast Track Authority**

### **Request for Proposal Cleanouts for properties in Ingham County**

**RFP # Cleanouts-2024-27**

#### **Introduction:**

The Ingham County Land Bank Fast Track Authority (Land Bank) is requesting proposals for cleanouts for various residential and commercial properties and vacant lots in Ingham County. On a yearly basis, the total quantity of properties is 15-30. These properties may fall within the NSP-1, NSP-2, NSP-3, HOME, CDBG, HHF, U.S. Treasury, Covid-19, Covid-19 CARES, Covid Variants, American Rescue Plan Act, Land Bank, Ingham County Housing Trust Funds, Ingham County Treasurer, State Land Bank Blight Elimination Grant, or other funding streams.

Vendor selection will be based upon proposals submitted to the Land Bank by Land Bank staff. The Land Bank intends to award a three (3) year contract to the lowest, most qualified, and responsible bidder(s).

Release Date: February 21, 2024

Bid Due by: March 13, 2024, 10:00 am

Bid Opening: March 13, 2024, 10:00 am

At: Ingham County Land Bank Office, 3024 Turner St, Lansing, MI 48906

If you have any questions about this Request for Proposal, please feel free to contact:

- Michael Andrick, Property Maintenance Specialist, [mandrick@ingham.org](mailto:mandrick@ingham.org)

## Instructions to Bidders

### 1. BID PROPOSAL CONTENT

Bid proposal documents should include, but not limited to, the following:

- Bid Specifications / Proposal
- Firm Background / Years in Business / History
- Evidence of financial stability, for example: Most recent audited financial statements, if available; or copies of the last 2 years tax returns filed.
- Copies of current and applicable (state and local) licenses, certifications, training completed, etc.
- Certifications and Authorized Signatures form
- Local Vendor Certification, if applicable
- Certificate of Compliance with Public Act 517 of 2012
- Contractor Application, found on the Land Bank website [www.inghamlandbank.org](http://www.inghamlandbank.org), including a W-9 (unless already on file with the Land Bank Office)
- Evidence of required insurance
- Minority Business Enterprise (MBE), Women Owned Business (WOB) certificates, if applicable

### 2. BASIS OF PROPOSAL

Proposals are solicited for the completion of all work as described in the specifications and/or shown on the plans.

Proposals may be withdrawn by bidders prior to, but no later than, the time fixed for the opening of bids. Submit sealed bids, labeled as "**RFP # Cleanouts-2024-27**" prior to the opening date, when bids will be opened and read aloud at the Land Bank office. If the Land Bank does not accept the proposal within 45 days, after the opening date, Contractor may withdraw their proposal.

### 3. EXAMINATION OF PREMISES

Contractor shall familiarize themselves with local conditions affecting the job. They shall take their own measurements and be responsible for the correctness of same. Any variance of Contract documents from legal requirements and/or field conditions shall be promptly reported to the Land Bank. Contractor shall be responsible for any examination and no allowances will be made in their behalf by reason of error and omission. If any part of the Contractor's work depends for proper results upon existing work or the work of another, Contractor shall notify the Land Bank before commencing work of any defects that will affect the results. Failure to so notify will constitute their acceptance of the conditions.

#### **4. CONTRACT**

Please review the draft Contract included with this Request for Proposal (RFP). By submitting a bid, Respondents indicate agreement with its contents. It will be signed in accordance with all documentation required with this RFP. It is a three-year contract, subject to annual performance review(s) and renewal(s) within that term.

#### **5. SIGNATURES**

Respondents shall place on file with the Land Bank, a notarized statement indicating those individuals authorized to sign proposals on behalf of the Corporation, Partnership and/or Individual. (See attached form.) Said notarized statement may be placed on file prior to the submission of any Proposals and updated as the status of the authorized individuals change, or may be submitted with each proposal.

#### **6. CERTIFICATE OF INSURANCE**

All bidders shall have on file with the Land Bank certificates of all such insurance required under the Land Bank Vendor Insurance Policy located online at [www.inghamlandbank.org](http://www.inghamlandbank.org) within seven (7) calendar days after receipt of the notice of award, unless said certificates are already on file. Further insurance and certificates must include an endorsement providing for ten (10) days prior written notice to the Land Bank, of termination, expiration, or material change of terms.

#### **7. LOCAL VENDOR PREFERENCE**

Preference will be given to a vendor who operates a business within the legally defined boundaries of Ingham County. To be considered a local vendor, the Respondent must complete the "Local Vendor Certification Form" included in this bid packet.

#### **8. CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 517 OF 2012**

All bidders must complete the attached Certificate of Compliance with Public Act 517 of 2012, by which the bidder certifies that neither it nor any of its successors, parent companies, subsidiaries, or companies under common control, is an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this solicitation, the bidder will not become an "Iran Linked Business" during the course of performing the work under the Contract.

#### **9. ACCEPTANCE AND REJECTION**

A Contract shall be formed between the parties hereto by the Land Bank's acceptance of the Respondent's proposal, and it will be effective on the date stated on the Bid Specification/Proposal form. Upon acceptance by the Land Bank, a copy of the Contract (see draft attached) will be returned to the Contractor as their official notification of award. The Contract, however, shall not be in force until the Contractor has complied with all the requirements of insurance from the Land Bank set forth herein. By the execution of the Contract, the Contractor and the Land Bank hereby covenant in respect to any part of this Proposal and Contract. The Land Bank reserves the right to waive irregularities and to reject bids.

## Bid Specifications / Proposal

Name of Contractor: \_\_\_\_\_

*I/We propose to furnish all supervision, labor, materials, tools, equipment, and services required to complete the work in accordance with the specifications and conditions contained herein, including attachments thereto, in consideration of the "Contract Amount" which shall consist of the Proposal stated below accepted by the Ingham County Land Bank Fast Track Authority under his/her/their acceptance below and agree that this document and all attachments will constitute a contract upon acceptance by the Ingham County Land Bank Fast Track Authority.*

Provide general labor, materials, dumpster(s), trucks, trailers, fuel, generator, tools, etc. to complete project.

\$ \_\_\_\_\_ Per laborer per hr.

\$ \_\_\_\_\_ Per Supervisor per hr

\$ \_\_\_\_\_ Cost per 30 yd Dumpster

\$ \_\_\_\_\_ Cost per 20 yd Dumpster

\$ \_\_\_\_\_ Cost per day with Bobcat

\$ \_\_\_\_\_ Cost per tire

\$ \_\_\_\_\_ Cost per gallon of paint/oil

Hrs \_\_\_\_\_ Average timeframe to complete cleanout of single-family building.

Yes     No    Capability of pumping water?

Authorized Signature of Respondent: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Certifications and Authorized Signatures

*Return with your Proposal package*

Upon notice of acceptance of this packet, Respondent will execute a Contract Agreement and deliver properly executed insurance certificates to the Land Bank within seven (7) days.

### ADDRESS, LEGAL STATUS, AND SIGNATURE OF RESPONDENT

The undersigned does hereby designate the address, given below, as the legal address to which all notices, directions, or other communications may be served or mailed.

P.O. Box (if applicable): \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

The undersigned does hereby declare that it has legal status checked below:

- Individual                       Limited Liability Corporation (LLC)  
 Partnership                       Corporation, State of Incorporation: \_\_\_\_\_

The names and address of all persons indicated in this Bid Proposal are as follows:

NAME: _____	ADDRESS: _____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
This Proposal Packet is submitted in the name of

\_\_\_\_\_  
(Vendor)

Respondent hereby certifies that the information provided in their submittal to the Land Bank is accurate and complete, and they are duly authorized to sign. Respondent hereby certifies that they have reviewed the RFP in its entirety and accepts its terms and conditions.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

## Local Vendor Certification

*If applicable, return with your Proposal package.*

To be considered for preference as operating a business within the legally defined boundaries of Ingham County, the vendor must register as a “registered local vendor”(RLV) by providing the Land Bank with a verifiable physical business address (not a P.O. Box) within Ingham County at which the business is conducted. This must be the site at which business operation take place. The Land Bank staff reserves the right to make a site visit to verify location and business activities.

Any person, firm, corporation or entity intentionally submitting false information to the Land Bank in an attempt to qualify for the local purchasing preference shall be barred from bidding on Land Bank contracts or a period of not less than three years.

If you believe you qualify as a local vendor, please provide the following information for verification. Please note that there are some exceptions to the local vendor rule. More information can be found at [www.inghamlandbank.org](http://www.inghamlandbank.org).

Complete Legal Firm Name: \_\_\_\_\_

Company Physical Address: \_\_\_\_\_

Company Phone: \_\_\_\_\_

Company Website: \_\_\_\_\_

Name and Title of Person authorized to sign on behalf of your company:

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Certificate of Compliance with Public Act 517 of 2012**

I certify that neither \_\_\_\_\_ (Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, are an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this Request for Proposals, Company will not become an "Iran Linked Business" during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

\_\_\_\_\_  
(Name of Company)

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed to and sworn before me,  
a Notary Public, on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
\_\_\_\_\_, Notary Public  
\_\_\_\_\_ County, State of Michigan  
Acting in \_\_\_\_\_ County, Michigan  
My Commission Expires: \_\_\_\_\_