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Ingham County Land Bank Fast Track Authority

3024 Turner Street • Lansing, Michigan 48906 • phone (517) 267-5221 • fax (517) 267-5224

Request for Proposals

RFP #: ICLB 06-2017-APPRAISE

Title: Appraisal Services for Residential Properties

And/or Vacant Residential Properties

Release Date: June 14, 2017

Due Date & Time: June 28, 2017 at 1:30 pm

Introduction:

The Ingham County Land Bank Fast Track Authority (ICLB) is requesting Proposals for Appraisal Services for Residential Properties and/or Vacant Residential Properties. **Respondents may submit proposals for EITHER ONE OR BOTH of these services.** Vendor selection will be based upon Proposals submitted to the Ingham County Land Bank and scored by ICLB staff. Please respond by sealed bid **by 1:30 pm on June 28, 2017**. A public bid opening will be held at the Ingham County Land Bank Office located at 3024 Turner Street, Lansing Michigan, **at 1:30 pm on June 28, 2017**.

If you have any questions about this Request for Proposal/Qualifications, please feel free to contact the Ingham County Land Bank, Roxanne Case, Grant Manager, rcase@ingham.org

General:

The Ingham County Land Bank will receive Proposal packets marked clearly on the outside of the package with RFP Packet number at their office at 3024 Turner Street, Lansing, Michigan 48906.

Request for Proposal documents may be obtained at the offices of the Ingham County Land Bank or on-line at www.inghamlandbank.org after the release date.

Submissions may be withdrawn prior to the date and time specified for Proposal Packet submission date with a formal written notice by an authorized representative of the respondent. All responses, inquiries, and correspondence relating to a Request for Proposal and all reports charts, displays, schedules, exhibits, or other documentation, including the Bid Packets become the property of the Ingham County

Land Bank after the due date for submission. No bid may be withdrawn for a period of ninety (90) days after submission. Bids offering less than ninety (90) days will be considered non-responsive and will be rejected.

The Ingham County Land Bank reserves the right to reject any or all Bids and to waive any irregularities or informalities, and/or to negotiate separately the terms and conditions of all or any part of the RFP as may be deemed in the best interest of Ingham County Land Bank. It is the intent to award the project to the most qualified responsive and responsible Respondent(s).

In the event that it is evident to a Respondent that the Ingham County Land Bank has omitted or misstated a material requirement(s) to this packet, the Respondent shall advise the Land Bank at (517) 267-5221. The Land Bank will notify other Respondents of the omission or misstatement.

Federal and State Requirements

It is the policy of the Ingham County Land Bank that all vendors who provide goods and services to the Land Bank by contract, shall, as a condition of providing goods and services, adhere to all Federal, State and local laws, ordinances, rules and regulations, and policies, if applicable, prohibiting discrimination in regard to persons to be served and employees and applicants for employment including, but not limited to, the following:

1. The Elliott Larson Civil Rights Act, 1976 PA 453, as amended.
2. The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
3. Section 504 of the Federal Rehabilitation Act of 1973, PL 93-112, 87 Stat. 255 as amended, and rules adopted thereunder.
4. The Americans With Disabilities Act of 1990, PL 101-336, 104 Stat. 327 (42 through 12101 et seq.), as amended, and regulations promulgated thereunder.
5. Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 1124 of October 13, 1967 and as supplemented in Department of Labor regulations (41 CFR Chapter 60). (Applicable to all construction contracts awarded in excess of \$10,000 by respondent or its subcontractors.)

Furthermore, the vendor who is selected under this contract, as a condition of providing goods and services, as required by law, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privilege of employment, or a matter directly or indirectly related to employment because of race, color, religion, sexual orientation, gender identity, national origin, disability, height, weight, marital status, age or political affiliation (except where age, sex or lack of disability constitutes a bona fide occupational qualification).

Any violation of Federal, State or local equal opportunity statutes, ordinances, rules/regulations, or policies during the course of time which the vendor is providing goods and services to the Land Bank shall be regarded as a material breach of any contract between the Land Bank and Vendor, and the Land Bank may terminate such contract effective as of the date of delivery of written notification to the Vendor.

In addition, vendors will be responsible for compliance with other Federal, State and local laws, ordinances, rules and regulations, and policies, as they may apply to these projects. These include, but are not limited to, the following:

1. The Housing and Economic Recovery Act of 2008 (HERA), also known as Public Law 110-289.
2. The Copeland "Anti-Kickback" act (18 U.S. C. 874) as supplemented by Department of Labor regulations (29 CFR part 3). (Applicable to all contracts and subcontracts.)
3. The Davis-Bacon Act (40 U.S. C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR part 5). (Applicable to construction contracts in excess of \$2,000 for CDBG rehab projects of 8 units or more and HOME projects of 12 units or more.)
4. Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C 327A 330) as supplemented by Department of Labor regulations (20 CFR part 5). (Applicable to construction contracts awarded by Respondent and/or its subcontractors in excess of \$2,000, and for other contracts in excess of \$2,500 which involve the employment of mechanics or laborers.)
5. Respondent agrees to comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S. C. 1857 (h)), section 508 of the Clean Water Act (33 U.S.C. 1368 Executive Order 11738, and Environmental Protection Agency Regulations (40 CFR part 15). (Applicable to contracts, subcontracts, and subgrants in amounts in excess of \$100,000).
6. Compliance with Section 3 of the HUD Act of 1968, as amended, and as implemented by the regulations set forth in 24 CFR 135. Section 3 requires that to the greatest extent feasible, opportunities for training and employment will be given to low- and very low-income residents of the project area, and that contracts for work in connection with the project be awarded to concerns that provide economic opportunities for low- and very low-income persons residing in the metropolitan area in which the project is located.

Respondent agrees to comply with Ingham County Land Bank requirements and regulations pertaining to reporting, including but not limited to providing demographic data and evidence of compliance with city and federal procurement rules, as applicable to this contract.

Respondent agrees that if this contract results in any patentable inventions, the Ingham County Land Bank reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work or materials for governmental purposes, as applicable to this contract.

Respondent agrees that if this contract results in any copyrightable material, the Ingham County Land Bank reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work or materials for governmental purposes, as applicable to this contract.

Respondent agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94A 163, 89 Stat. 871), as applicable to this contract.

Access and Retention of Records

Respondent agrees to provide access by the Ingham County Land Bank, HUD, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers and records of the contractor which are directly pertinent to this specific contract and any related contracts or records for the purpose of making audit, examination, excerpts, and transcriptions.

Respondent also agrees to retain all required records for five (5) years after completion of the work, receipt of final payments and all other pending matters are closed.

Living Wage

Vendors contracting with the Ingham County Land Bank primarily to perform services are required to pay their employees a “living wage” if the following two (2) conditions apply:

1. The total expenditure of the contract or the total of all contracts the vendor has with the Land Bank exceeds \$50,000 in a twelve (12) month period; and
2. The employer has more than five (5) employees.

Subcontractors providing services who employ five (5) or more employees and where the total value of the contract exceeds \$25,000 are also required to provide a living wage.

Living wage is defined as an hourly wage rate equivalent to 125% of the federal poverty level. For 2017, that figure is \$15.38 per hour. Up to twenty percent (20%) of the “living wage” costs paid by the employer can be for an employee’s health care benefit. This wage rate applies to part-time and full-time employees.

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.

Legal Venue

This Agreement shall be construed according the laws of the State of Michigan. The Land Bank and the respondent agree that the venue for bringing of any legal or equitable action under this bid or any resulting agreement shall be established in accordance with the statutes of the State of Michigan and/or Michigan Court Rules. In the event that any action is brought under this agreement in Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Western District, Southern Division.

Respondents shall render the services to be provided pursuant to this agreement in compliance with all applicable Federal, State and local laws, ordinances, rules and regulations.

Collusion

The Respondent certifies that this bid has not been made or prepared in collusion with any other Respondent and the prices, terms or conditions thereof have not been communicated by or on behalf of the respondent to any other Respondent and will not be so communicated to any other Respondent prior to the official opening of this bid. This certification may be treated for all purposes as if it were a sworn statement made under oath, subject to the penalties for perjury. Moreover, it is made subject to the provisions of 18 U.S.C. Section 1001, relating to making false statements.

Hold Harmless

The respondent who is selected shall, at its own expense protect, defend, indemnify, save and hold harmless the Ingham County Land Bank and its elected and appointed officers, employees, servants and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that the Ingham County Land Bank and its elected and appointed officers, employees, servants and agents may incur as a result of the acts, omissions or negligence of the contractor or its employees, servants, agents or subcontractors that may arise out of the agreement.

The respondent's indemnification responsibility under this section shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out on behalf of/or reimbursed to the Ingham County Land Bank, its officers, employees, servants or agents by the insurance coverage obtained and/or maintained by the contractor.

The respondent shall purchase and maintain insurance not less than the limits set forth below. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and with insurance carriers acceptable to the Ingham County Land Bank that have a minimum A.M. Best Company's Insurance Report of A or A- (Excellent).

1. Worker's Disability Compensation Insurance including Employers Liability Coverage in accordance with applicable statutes of the State of Michigan.
2. Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less \$1,000,000 per occurrence and/or aggregate combined single limit. Coverage shall include the following:
 - a. Contractual Liability
 - b. Products and Completed Operations
 - c. Independent Contractors Coverage
 - d. Broad Form General Liability endorsement or equivalent
3. Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits to liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.
4. Professional Liability Insurance (Errors and Omissions) shall be maintained during the life of this contract with limits of liability of not less than \$1,000,000 per claim.
5. Additional Insured - Commercial General Liability Insurance, as described above shall include an endorsement stating the following shall be "Additional Insured": the Ingham County Land Bank, all its elected and appointed officials, all its employees, agents and its volunteers, all its Board, Commissions and/or authorities and Board members including employees, agents and volunteers thereof.
6. Cancellation Notice - All insurance described above shall include an endorsement stating the following: "It is understood and agreed that thirty (30) days advanced written notice of cancellation, non-renewal, reduction and/or material change shall be sent to: Ingham County Land Bank, 3024 Turner St. Lansing, Michigan 48906."
7. Proof of Insurance - The respondent shall provide to the Ingham County Land Bank at the time the contracts are returned by it for execution, one (1) copy of the certificate of insurance for each of the policies mentioned above. If so requested, certified copies of all policies will be furnished.

The successful Respondent will be required to submit an IRS Form W-9 and proof of satisfactory insurance prior to any work being started. If any of the above coverages expire during the term of the contract, the Vendor shall deliver renewal certificated and/or policies to ICLB at least ten (10) days prior to the expiration date.

Evaluation and Award Timeline

One or more staff members will review and, as applicable, score each submission. Evaluations will be based on qualification data submitted, past performance with ICLB, price, references and local vendor status, as well as any other variable identified in the scoring table or RFP requirements. The results will be presented to the Executive Director who shall review and approve final award(s). This may take 2-3 weeks from the proposal opening date.

It is the intent of ICLB to award to the lowest, most qualified and responsible Bidder.

Invoicing Requirements

Vendor is required to follow ICLB's Invoicing Requirements. Information can be found on our website, www.inghamlandbank.org, on the Contractors page.

SCOPE OF WORK DETAILS:

Description

This Request for Proposals (“RFP”) is being issued by The Ingham County Land Bank Fast Track Authority to seek qualified professional appraisers to conduct appraisals on residential properties and/or vacant residential lots in Ingham County. These properties may fall within the Neighborhood Stabilization Programs (NSP1, NSP2, NSP3), CDBG, HOME, HHF, MSHDA grants, Blight Elimination funds, or Land Bank funding programs. The Ingham County Land Bank invites the submission of proposals from appraisal firms with expertise and experience in appraising:

- Post Rehabilitated Residential Properties and/or
- Vacant Residential Lots

All appraisals shall conform to current standards set forth by the Uniform Standards of Professional Appraisal Practice (USPAP). A Respondent may submit a Proposal for either, or both, categories.

Time of Completion

Any contract awarded pursuant to this RFP solicitation shall have appraisal services completed within a mutually agreed upon expedited timeframe. Respondent shall include the amount of time required to complete a residential property appraisal in the City of Lansing.

Term of Contract

Any contract awarded pursuant to this RFP solicitation shall be for a contract period up to Twelve (12) months with the possibility of an extension.

Background

Ingham County Land Bank is rehabilitating existing single family homes and is building new single family homes using both private and federal dollars. The Ingham County Land Bank also has a large number of vacant lots which will be available to purchase. These properties are to be sold on the open market at its fair market value. We are seeking a pool of qualified professional appraisers to conduct these valuations.

Some properties were funded through federal funding called Neighborhood Stabilization Program 1 or 2, CDBG or HOME dollars. Award recipient(s) will be advised the source of funding so they can reference any federal regulations that may apply.

Federal Regulations

Award recipients working with properties under NSP-1 funding must follow the Division V, Title III of the Housing and Economic Recovery Act (HERA) of 2008.

<http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/communitydevelopment/programs/neighborhoodspg/nspnotice.pdf>

Award recipients working with properties acquired under the Michigan NSP-2 Consortium must follow the Community Development Block Grant (CDBG) Program rules and regulations, unless stated otherwise in the May 4, 2009 of the Federal Register Notice [Docket No. FR-5321-N-01] regarding [Title XII of Division A of the American Recovery and Reinvestment Act of 2009](#), which is posted on

http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/pdf/nsp2_nofa.pdf

Respondents are strongly encouraged to read these regulations prior to submitting their response to this RFP.

PROFESSIONAL SERVICE REQUIREMENTS

Scope of Work

ICLB seeks sealed proposals from appraisers who are either “Licensed Residential Appraisers” or “Certified Residential Appraisers” as defined by the Appraiser Qualifications Board of The Appraiser Foundation effective January 1, 2015, or, State of Michigan licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.) and capable of providing appraisals for properties located in the City of Lansing.

The Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) and its implementing regulations (49 CFR Part 24) set forth minimum requirements for real property acquisition appraisals for Federal and federally-assisted programs. The appraiser must at a minimum:

1. Provide an appraisal meeting the definition of an appraisal found at 49 CFR 24.2 (a) (3) (See Appendix A) and conforms to all USPAP standards.
2. Afford the property owner or the owner’s designated representative the opportunity to accompany the appraiser on the inspection of the property.
3. Perform an inspection of the subject property. The inspection should be appropriate for the appraisal problem, and the scope of work should address:
 - Extent of the inspection and description of the neighborhood and proposed project area;
 - Extent of the subject property inspection; and,
 - Level of detail of the description of the physical characteristics of the property being appraised (and, in the case of a partial acquisition, the remaining property).
4. In the appraisal report, include an adequate description of the physical characteristics of the property being appraised (i.e., sketch of the property and provide the location and dimensions of any improvements), and a description of comparable sales. The appraisal report should also include adequate photographs of the subject property and comparable sales, and provide location maps of the property and comparable sales.
5. In the appraisal report, include items required by the requesting agency, including but not limited to the following:
 - Property right(s) to be acquired, e.g., fee simple, easement, etc.,
 - Value being appraised (usually fair market value), and its definition;
 - Appraised as if free and clear of contamination (or as specified),
 - Date of the appraisal report and the date of valuation,

- A realty/personality report as required by 49 CFR 24.103(a)(2)(i),
 - Known and observed encumbrances, if any,
 - Title information,
 - Location,
 - Zoning,
 - Present use, and
 - At least a 5-year sales history of the property.
6. In the appraisal report, identify the highest and best use. If highest and best use is in question or different from the existing use, provide an appropriate analysis identifying the market-based highest and best use.
 7. Present and analyze relevant market information.
 8. In developing and reporting the appraisal, disregard any decrease or increase in the fair market value of the real property caused by the project for which the property is to be acquired or by the likelihood that the property would be acquired for the project. (If necessary, the appraiser may cite the Jurisdictional Exception or Supplemental Standards Rules under USPAP to ensure compliance with USPAP while following this and other Uniform Act requirements.)
 9. Report his or her analysis, opinions, and conclusions in the appraisal report.

Additional Requirements

Intended Use

This appraisal is to estimate the fair market value of the property, as of the specified date of valuation, for the proposed sale of the property rights specified (i.e., fee simple, etc.).

Intended User

The intended user of this appraisal report is primarily The Ingham County Land bank; however, its funding partners may review the appraisal as part of their program oversight activities. Funding partners include, but are not limited to the City of Lansing, Michigan State Housing Development Authority (MSHDA) and the US Department of Housing and Urban Development (HUD)

Definition of Fair Market Value

This is determined by State law. Fair market value, however, is generally defined as the price that a seller is willing to accept and a buyer is willing to pay on the open market in an arm's length transaction, and usually includes the following:

1. Buyer and seller are typically motivated;
2. Both parties are well informed or well advised, each acting in what he or she considers his or her own best interest;
3. A reasonable time is allowed for exposure in the open market;
4. Payment is made in terms of cash in U. S. dollars or in terms of financial arrangements comparable thereto; and
5. The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

Certification

The appraisal shall include a certification of the appraiser (See Appendix B)

Assumptions and Limiting Conditions:

The appraiser shall state all relevant assumptions and limiting conditions. In addition, the requesting agency may provide other assumptions and conditions that may be required for the particular appraisal assignment, such as:

- Data search requirements and parameters that may be required for the project.
- Identification of the technology requirements, including approaches to value, to be used to analyze the data.
- Need for machinery and equipment appraisals, soil studies, potential zoning changes, etc.
- Instructions to appraiser to appraise the property "As Is" or subject to repairs or corrective action.
- As applicable include any information on property contamination to be provided and considered by the appraiser in making the appraisal.

Licensing and Certification Requirements

The Issuers seek appraisers that are state-licensed or state-certified (in accordance with the provisions of Title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989) to appraise properties under consideration by ICLB for acquisition. The appraiser must note his or her license or certification number on the individual appraisal report forms. In addition, Respondents must not be listed on GSA's System ([SAM](#)), HUD's Limited Denial of Participation ([LDP](#)) list, or HUD's Credit Alert System ([CAIVRS](#)).

EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Proposal, ICLB will take into consideration the experience, capacity, and costs that are being proposed by the Respondent. The following Evaluation Criteria will be considered in reviewing submittals:

Submission Requirements

In evidence of Respondent's ability to satisfy the requirements set forth in the Scope of Services, Respondent is to provide the following information:

Proposal including at a minimum:

- The principal place of business and the contact person, title, telephone/fax numbers and email address.
- A brief summary of the qualifications of the Respondent and team, particularly in the area of residential property appraisals, especially in the City of Lansing.
- Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture), including, but not limited to:
 - The names and business addresses of all Principals of the Respondent. For purposes of this RFP "Principals" shall mean persons possessing an ownership interest in the Respondent.
 - If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization's approval rights, if any, over the activities of the Respondent.
 - Years of experience and detailed qualifications in performing appraisal services on vacant parcels in compliance with 49 CFR 24.2 (a) (3) and all USPAP standards, including team's resumes.
- Capacity to complete multiple appraisals within seven business days.
- Copy of State license and certification in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.)
- Evidence of Financial Stability: All Respondents shall include their most recent financial statements with the proposal response. This information will assist and ICLB in determining the Respondent's financial condition. ICLB is seeking this information to ensure that the proposer's have the financial stability and wherewithal to assure good faith performance.
- Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project.
- Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the ICLB. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.
- Provide a copy of a sample appraisal you have recently completed.

- ❑ Current resume (1-2 pages) for staff person to be actively involved in providing services. At a minimum, this shall include a listing of the relevant certifications (with document numbers and effective dates), licenses, training, and experience for persons providing services.
- ❑ Unit Prices: A schedule of fees including a not-to-exceed amount on the following services shall be included in the proposal.
 - Residential Appraisal, single family dwelling
 - Vacant Lot Appraisal
- ❑ Signed Certifications and Authorized Signatures page(s) from this RFP. If applicable, signed Local Vendor Certification from this RFP.
- ❑ Evidence of Insurance for Commercial General Liability; Workers Compensation and Employers Liability; and, Professional Liability with limits not less than \$1,000,000. (Additional Insured Clause not required until contract awarded)
- ❑ Minority Business Enterprise (MBE), Women Owned Business (WOB), Local Vendor Status and/or Section 3 eligibility, as applicable.
- ❑ Contractor Application, either submitted prior to your response or already on file with our office (can found on our website www.inghamlandbank.org or through our office).

All Respondents will be screened against the federal Excluded Parties List System (EPLS).

Certifications and Authorized Signatures

To be returned with your Proposal package

Respondent, if awarded this contract, hereby agrees to commence work under this contract on or around August 1, 2017 and to continue performance of the contract for a period of Twelve (12) months. Respondent understands that the Ingham County Land Bank reserves the right to reject any or all submissions and to waive any informalities or irregularities herein.

Upon notice of acceptance of this packet, Respondent will execute a Contract Agreement and deliver properly executed insurance certificates to the Ingham County Land Bank within ten (10) 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.

Street: _____ P.O. Box (if applicable): _____

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 ICLB 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 _____

Printed Name: _____

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. ICLB 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.

Complete Legal Firm Name: _____

Company Physical Address: _____

Company Phone: _____

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

Signature: _____

Date: _____