



3024 Turner Street, Lansing MI 48906
517.267.5221
www.inghamlandbank.org



Ingham County Land Bank Fast Track Authority

Request for Proposal Cleanouts for properties in Ingham County

RFP # Cleanouts-2021-24

Introduction:

The Ingham County Land Bank Fast Track Authority (Land Bank) is requesting proposals for cleanouts for various residential and commercial properties in Ingham County. On a yearly basis, the total quantity of properties is 15-30.

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 24, 2021

Bid Due by: March 10, 2021, 11:00 am

Bid Opening: March 10, 2021, 11:00 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

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 – 2017-2018 audited financial statements, if available; if not, then 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, including a W-9 (unless already on file with the Land Bank Office)
- Evidence of required insurance
- Covid-19 Health and Safety Plan
- 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Proposals may be withdrawn by bidders prior to, but no later than, the time fixed for the opening of bids.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-2021-24**" 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 his/her proposal.

3. EXAMINATION OF PREMISES

Contractor shall familiarize himself/herself with local conditions affecting the job. He/she shall take his/her 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 his/her 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 his/her 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 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 his/her 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 and materials to _____. Required to _____.
Provide general labor, materials, dumpster(s), trucks, trailers, fuel, generator, tools, etc. to complete project.

\$ _____ Per person per hour.

Hrs _____ Average timeframe to complete _____

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

\$ _____

Hrs _____ Average timeframe to complete _____

\$ _____ Total

Yes No Capability of

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.

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 _____, 20__.

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