



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



Ingham County Land Bank Fast Track Authority
Request for Qualifications for
Post-Construction & Bi-Monthly Cleaning
RFQ # Cleaning 08-2023-26

Introduction:

The Ingham County Land Bank Fast Track Authority (Land Bank) is requesting qualifications for **Post-Construction & Bi-Monthly Cleaning** for various residential properties in Ingham County.

The purpose of this Request for Qualification (RFQ) is to provide the Ingham County Land Bank (Land Bank) with information from qualified professionals interested in providing cleaning services for Land Bank properties, especially in the City of Lansing area, and creating a pool of qualified professionals to draw from.

General Qualifications:

All work must be performed by State of Michigan licensed Professional(s) in accordance with state recognized educational and skill requirements. The Land Bank reserves the right to restrict the assignment of any individual, for any reasonable cause, as a professional under the contract or any subcontracts. All Respondents shall be screened through the federal System for Award Management (SAM), formerly known as Excluded Parties List System (EPLS), and Limited Denials of Participation list and, if listed, will not be eligible in accordance with their debarment stipulations.

Vendor selection will be based upon qualifications submitted to the Land Bank by Land Bank staff. The Land Bank intends to award a contract to the most qualified and responsible Respondent(s).

Release Date: August 9, 2023
Packet Due by: August 23, 2023, 11:00am
Packet Opening: August 23, 2023, 11:00am
At: Ingham County Land Bank Office, 3024 Turner St, Lansing, MI 48906

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

- Michael Andrick, Demolitions & Property Maintenance Specialist, mandrick@ingham.org

Instructions to Respondents

1. QUALIFICATION CONTENT

Qualification documents should include, but not limited to, the following:

- Firm Background / Years in Business / History
- Evidence of financial stability – For example, last 6 months financial statements, or 2022 audited financial statements, if available, or copies of 2022's filed tax returns.
- Current professional vitae (1-2 pages) for the cleaning professional 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; dates they have been employed; and non-profit affiliations associated with the housing industry and positions held (ie. Member, Officer, Volunteer, etc.) and dates these positions were held.
- Three references for which similar work has been performed. Please include contact name, address, and phone number.
- Copies of applicable licenses.
- Copies of current and applicable certifications held and trainings completed.
- 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
- Minority Business Enterprise (MBE), Women Owned Business (WOB) certificates, if applicable

2. BASIS OF QUALIFICATIONS

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

Qualifications may be withdrawn by Respondents prior to, but no later than, the time fixed for the opening of packets. Submit packets, labeled as "Cleaning 08-2023-26" prior to the opening date, when the packets will be opened. If the Land Bank does not accept the qualifications within 45 days, after the opening date, Contractor may withdraw his/her packet.

3. EXAMINATION OF PREMISES

Respondent 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. Respondent 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 Respondent's work depends for proper results upon existing work or the work of another, Respondent 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 Qualifications (RFQ). By submitting a packet, Respondents indicate agreement with its contents. It will be signed in accordance with all documentation required with this RFQ. It is a three (3) 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 Qualifications and updated as the status of the authorized individuals change, or may be submitted with each packet.

6. CERTIFICATE OF INSURANCE

All Respondents 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 qualification packet.

8. CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 517 OF 2012

All Respondents must complete the attached Certificate of Compliance with Public Act 517 of 2012, by which the Respondent 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 Respondent 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 qualifications, and it will be effective on the date stated on the Qualification form. Upon acceptance by the Land Bank, a copy of the Contract (see draft attached) will be returned to the Respondent as his/her official notification of award. The Contract, however, shall not be in force until the Respondent has complied with all the requirements of insurance from the Land Bank set forth herein. By the execution of the Contract, the Respondent and the Land Bank hereby covenant in respect to any part of this Packet and Contract. The Land Bank reserves the right to waive irregularities and to reject packets.

Ingham County Land Bank Fast Track Authority

SCOPE OF SERVICES

Description

The Ingham County Land Bank is seeking qualified individuals or companies for cleaning of residential properties upon conclusion of significant renovations through the Ingham County Land Bank Fast Track Authority and/or during the period of time the property is for sale. 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, MSHDA, MEDC, American Rescue Plan Act, Land Bank, Ingham County Housing Trust Funds, Ingham County Treasurer, State Land Bank Blight Elimination Grant, or other funding streams. The successful Respondent will be awarded a service contract for a period of three (3) years, subject to annual performance review(s) and renewal(s) within that term.

A description of the work of the contract is as follows:

1. Initial deep cleaning at the conclusion of renovation activities including, but not limited to:
 - a. Mopping, sweeping and/or vacuuming of floors, including basements and enclosed porches;
 - b. Window cleaning inside and out, including the tracks;
 - c. Removal of stickers on new materials (lights, windows, doors, appliances, etc.);
 - d. Cleaning of both horizontal and vertical surfaces to remove drywall dust, sawdust, and cobwebs, including but not limited to floors, walls, stairs, cabinetry, drawers, soffits, shelves, rods, water heater, furnace, fixtures, ceiling fans, vents, window sills;
 - e. All toilets, sinks, tubs/showers, doors/tracks, counters/vanity tops to be thoroughly scrubbed;
 - f. Removal of minor construction debris such as cardboard;
 - g. Scrub cleaning of all existing appliances, interior and exterior.

2. Cleaning in all sale houses on a 60 day rotating schedule, or as otherwise specially requested, including, but not limited to:
 - a. Mopping, sweeping and/or vacuuming of floors, including basements and enclosed porches every time;
 - b. Windows, doors and sliding glass doors, as needed, inside and out (excluding exterior second floor or higher windows that do not tilt in);
 - c. All mirrors;
 - d. House-wide dusting of all horizontal surfaces, including but not limited to counters, cabinetry, closet shelves, staging furniture, appliances, water heaters, window sills;
 - e. All toilets, sinks, shower surrounds (top and bottom), counters and vanity tops to be thoroughly scrubbed;
 - f. Water is run in all sinks, toilets, bathtubs and showers every time the home is cleaned;
 - g. Sweeping down cobwebs in all accessible floor joists.

3. Reporting requirements for interior and exterior abnormalities:
 - a. If a home has been broken into, call 911 immediately, especially if your safety is at issue. Then notify the appropriate personnel at the ICLB. Under no circumstance is a vendor expected to put themselves in a dangerous, or potentially dangerous, situation;
 - b. Emergency issues, such as water in the basement, broken glass, severe damage to the home, etc., is to be immediately reported to the appropriate personnel at the ICLB;
 - c. Maintenance items or site condition concerns which are not emergencies, should be reported to the appropriate personnel at the ICLB within 48 hours.

General Information

The winning Respondent shall provide an initial deep cleaning within a 7-day notice that a construction project has been completed and is ready for cleaning. A property list will be provided by the ICLB at the beginning of the month, on a 60-90 day rotation. The Land Bank is not in a position to determine in advance the actual number of properties that will need cleaned during the term of the contract, but anticipates 10-15 properties. The average property size is approximately 1,053 square feet. Occasionally, the winning Respondent shall be requested to clean a home prior to a special event.

Winning Respondent shall maintain open communication with a representative of the Land Bank. Any irregularities noted at the properties shall be called into the Land Bank according to the above instructions.

Winning Respondent shall notify the Land Bank's representative 24 hours in advance of any sub-contractor being on site and provide the subcontractors company name, address, telephone and FAX number. If that subcontractor is found to be on the federal Excluded Parties List, they cannot be utilized. Winning Respondent will furnish certificates of insurance and bonding which specifically set forth evidence of all coverage required of the contractor prior to commencement of work. Certificates shall be sent to the Ingham County Land Bank, 3024 Turner St, Lansing, MI 48906

Contractors Use of Premises

During the time the winning Respondent is cleaning a property, they will be provided the key box code. Only necessary individuals shall be given that code. Names of all individual with access to properties shall be provided, in writing, to the Ingham County Land Bank prior to entering any premises.

Project Conditions

Homes to be cleaned are completely renovated with heat, electricity and water services. If, during cleaning, the thermostat is adjusted for comfort, it must be returned to the previous setting. All windows and doors are to be locked prior to the Respondent leaving the property.

Products

Winning Respondent shall use products appropriate to the surfaces they are cleaning. Damage to any surface due to inappropriate use of any product shall be the Respondent's responsibility to repair or replace. A list of typical products used by winning Respondent must be furnished to the Ingham County Land Bank.

Compensation

The Respondent, in compliance with your Request for Qualifications for the cleaning of residential properties upon conclusion of significant renovations through the Ingham County Land Bank Fast Track Authority and during the period of time the property is for sale, hereby propose to furnish all labor, materials, tools, equipment, machinery, equipment rental, transportation, supervision, perform all work and provide all services in accordance with the contract documents at the prices stated below.

Price per Square Feet* for Initial and/or Bi-Monthly Cleaning: \$ 0.25

*square footage to be based on living space as calculated by appraiser of the property, or the square footage listed in the Assessor's Office.

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 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 _____, 2023.

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