



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 Qualifications for**

**RFQ # LAWN 04-2019**

**Introduction:**

The Ingham County Land Bank Fast Track Authority (Land Bank) is requesting qualifications for **Lawn Maintenance** for various residential and commercial 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 landscape and lawn professionals interested in maintaining 60-125 properties for Land Bank especially in the City of Lansing area, and creating a pool of qualified professionals to draw from. General services include mowing, trimming, and care of lawns.

**General Qualifications:**

All work must be performed by skilled professionals. The Land Bank reserves the right to restrict the assignment of any individual, for any reasonable cause, as a landscape/lawn 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: April 5, 2019

Bid Due by: April 19, 2019, 11:00 am

Bid Opening: April 19, 2019, 11:00 am

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:

- Roxanne Case, Grant Manager, [rcase@ingham.org](mailto:rcase@ingham.org)

## Instructions to Respondents

### 1. QUALIFICATION CONTENT

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

- Firm Background / Years in Business / History / Experience providing similar services on scattered, small site, residential properties.
- Evidence of financial stability – 2017-2018 audited financial statements, if available; if not, then copies of the last 2 years tax returns filed.
- Current professional vitae (1-2 pages) for owners and staff providing lawn care services. At a minimum, this shall include dates they have been employed, any licenses, training, and experience for persons providing services.
- Summary of equipment owned.
- 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.
- Disclose any potentially related conflict(s) of interest.
- 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 Insurance for General Liability and Auto Insurance in compliance with the Land Bank's published Vendor Insurance Requirements (Additional Insured Clause not required until contract awarded)
- 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 bids. Submit qualifications, labeled as "LAWN 04-2019," 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 3-year contract, subject to an annual performance reviews and renewals 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 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 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 bids.

## Ingham County Land Bank Fast Track Authority

### SCOPE OF SERVICES

#### Scope of Work:

The Professional(s) shall provide all services for lawn maintenance at 60-125 properties, depending on vendors' capacity. The sizes of the properties vary, but are primarily city-size lots. A majority of the properties are vacant lots.

Services include necessary facilities, materials, supplies, equipment, supervision, and personnel and other items and services to perform responsibilities as defined in this RFQ. These services must be in accordance with applicable work practice standards and licensing laws in the state of Michigan or in accordance, where applicable. When more than one regulatory provision applies to a condition or activity, the most stringent shall be used.

According to the schedule below, vendor shall:

1. Mow the entire property;
2. Trim all weeds from around any fences, foundations, trees, or other obstacles; and
3. Clear all clippings and debris from all sidewalks, pathways, porches/stoops and/or driveways.
4. Before mowing, make sure miscellaneous trash is picked up so that it is not spread throughout the lot while mowing.

#### Work Schedule:

Services shall be rendered every ten (10) days during the months of April, May and June. Services shall be rendered every fourteen (14) days beginning July 1<sup>st</sup> and continuing until written notification of the end of the mowing season. Land Bank may modify the service schedule due to changes in weather conditions.

#### Compensation:

The Respondent, in compliance with this Request for Qualifications, having examined the scope of work and specifications prepared by the Ingham County Land Bank, being familiar with all conditions surrounding such activities, including availability of materials and labor, hereby proposes to furnish all labor, materials, tools, equipment, machinery, equipment rental, fuel, transportation, supervision, perform all work and provide all services.

The Ingham County Land Bank is in the process of revising the pricing policy to recognize lot size and anticipates that the minimum compensation will remain at \$15 per lot. The Land Bank acknowledges the variations in lot size and will finalize compensation during contract execution.

#### Standards of Conduct and Practices:

It is the responsibility of the Vendor to protect neighboring structures, vehicles, fences, outdoor furniture, toys, bicycles, and miscellaneous items from throwing grass, sticks, and/or stones from the mower(s). If paper, plastic, or other material is found on the lawn, Vendor is to pick up and dispose, before mowing, so that material is not cut up and spread throughout the yard.

Any concerns with a property (broken windows, doors, trees down, trash dumped, squatters, etc.) should be reported to Roxanne Case at the Land Bank as soon as possible. Land Bank strives to be a good neighbor and keep up on safety and code issues. Vendors are another set of eyes to help us in this aspect.

## 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 operations 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 \_\_\_\_\_, 20\_\_\_\_.

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