



3024 Turner Street, Lansing MI 48906

517.267.5221

www.inghamlandbank.org



Ingham County Land Bank Fast Track Authority

Request for Qualifications for

Snow Removal

RFQ # SNOW REMOVAL 10-2019

Introduction:

The Ingham County Land Bank Fast Track Authority (Land Bank) is requesting qualifications for sidewalk snow & ice removal vendors 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 snow removal professionals interested in maintaining vacant properties for Land Bank especially in the City of Lansing area, and creating a pool of qualified professionals to draw from. Services may include shoveling, snow blowing, and salting sidewalks; breaking up and removing thick ice from sidewalks; and salting walks after freezing rain occurrences.

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 contracts to the most qualified and responsible Respondents.

Release Date: **October 30, 2019**

Packet Due by: **November 13, 2019, 11:00 am**

Packet Opening: **November 13, 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:

- Michael Andrick, 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 / Experience providing similar services
- Evidence of financial stability – most recent audited financial statement
- Current professional vitae (1-2 pages) for the 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 (i.e. Member, Officer, Volunteer, etc) and dates these positions were held.
- 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.
- 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 “**RFQ# SNOW REMOVAL 10-2019**,” 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 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

Scope of Work:

The Ingham County Land Bank Fast Track Authority is seeking 8-10 qualified vendors for sidewalk snow/ice removal for the winter season.

Successful Respondent(s) will provide services on a minimum of 25 properties up to 100 properties located within Ingham County. Exact number will be determined by Respondent's capacity and experience. The sizes of the properties vary, but are primarily city-size lots.

The Professional(s) shall provide all services for snow/ice removal, including 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, to the City of Lansing. When more than one regulatory provision applies to a condition or activity, the most stringent shall be used.

Expectations:

Services that are expected of our contracted Snow Removal Professional include, but are not limited to:

1. **Sidewalks** are to be cleared within 24 hours after the snow/ice event at such dates and times as communicated by the Land Bank. If property is a corner lot, sidewalks on both streets are to be cleared.
2. **Sidewalks** are to be cleared to bare pavement.
3. **Salt or ice melt** is to be applied after snow/ice removal.
4. All snow/ice removal practices shall be in compliance with applicable local codes and ordinances.

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, transportation, supervision, perform all work and provide all services in accordance with the contract documents at the rate of \$20.00 per property per occurrence.

Vendor shall provide an invoice to the Ingham County Land Bank detailing Property Parcel #, Address, Project Code, Dates snow removal occurs and Amount Charged. All invoices shall meet requirements as stated in "Invoice Requirements" available at www.inghamlandbank.org. **Work performed without authorization from ICLB staff will not be compensated for.**

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 RFQ 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: _____

Email: _____

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: _____