Calhoun County Land Bank Authority

Professional Service needed for the Land Bank Authority; Including the City of Battle Creek for Projects Funded by Potential NSP2 Reallocation

Request for Proposal: Title Services, Escrow/Closing Services, Quiet Title Services – Amended

BID NUMBER: #05-CCLBA-2013
DATE ISSUED: June 19, 2013
DATE DUE: July 11, 2013; 3:00 PM (LOCAL TIME)
Bid will be opened publicly at this time in the Purchasing Department,
315 W. Green Street, Marshall, MI.

Interested bidders MUST REGISTER their company and their intent to bid on this RFP at the Calhoun County website: http://www.calhouncountymi.gov/vendors/registration . If you have any questions, you can contact Leslie Obrig at 269-781-0981.

For NSP2 Projects funded by reallocation this bid is issued as part of the Michigan NSP2 Consortium, a partnership between:

Michigan State Housing Development Authority
The City of Battle Creek
Calhoun County Land Bank Authority (CCLBA)

Para una versión en Español, por favor llamar a Krista Edwards – 269-781-0859

EQUAL HOUSING OPPORTUNITY

TABLE OF CONTENTS

TABLE OF CONTENTS 2

REQUEST FOR PROPOSALS – Introduction 3

A. Overview 3
B. Time of Completion 3
C. Term of Contract 3
D. NSP2 Background 4
E. NSP2 Federal Regulations 4
F. Economic Sanctions 4

PROFESSIONAL SERVICE REQUIREMENTS 4

A. Scope of Work 4

EVALUATION CRITERIA AND SCORING 6

A. Experience and Capacity 7

SUBMITTAL REQUIReMENTS 7

A. Letter of Interest 7
B. Threshold Requirements 7
C. Main Proposal 8

SELECTION PROCESS 8

QUESTIONS 9

SUBMITTAL DUE DATE 9

CERTIFICATION FORM NOTE 10

RFP SUBMITTAL REQUIREMENTS CHECKLIST 11

Appendix A 12

Appendix B 13

Appendix C 14

Appendix D 15

Experience and Capacity 15

Appendix E 16

Appendix F 17

REQUEST FOR PROPOSALS – INTRODUCTION

A. Overview

This Request for Proposals ("RFP") is being issued by the Calhoun County Land Bank Authority (CCLBA) for work to be done by the CCLBA; the RFP also covers the City of Battle Creek for projects that are part of the NSP2 Program and are covered by reallocated funding. The CCLBA and the City of Battle Creek invites the submission of proposals from Title Companies and Attorneys to provide a range of title services including title insurance, title reports to see if properties are eligible for title insurance, escrow/closings services, and Quiet Title services; the CCLBA may hire a separate company or attorney to conduct Quiet Title Services. Licensed companies with demonstrated experience in these areas and an interest in making their services available to the CCLBA and the City of Battle Creek are invited to respond to this RFP. "Respondents" means the companies or individuals that submit proposals in response to this RFP.

It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, is State licensed and certified to perform title services, quite title services and escrow/closing services and is capable of providing the specified services on which they bid. The Respondent shall be financially solvent and its members if a joint venture, its employees, agents or sub-consultants of any tier shall be competent to perform the services required under this RFP document.

For potential NSP2 reallocation projects, the CCLBA and the City of Battle Creek are seeking to encourage participation by respondents who are MBE/WBE or Section 3 business enterprises and have a goal for minimum MBE/WBE participation of at least 10% MBE and 10% WBE participation. Significant points will be awarded to Section 3 qualified companies.

Nothing in this RFP shall be construed to create any legal obligation on the part of the CCLBA, the City of Battle Creek or any respondents. The CCLBA and City of Battle Creek reserve the rights, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall the CCLBA or the City of Battle Creek be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from the CCLBA or the City of Battle Creek for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the CCLBA. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known. Bids are to be firm and cannot be withdrawn for a period of thirty (30) calendar days after opening.

The CCLBA has adopted purchasing policies and procedures for procurement process. For further information on this requirement, contact the Calhoun County Purchasing Department, 315 W. Green St., Marshall MI 49068 or phone 269-781-0981 or visit **CCLBA Purchasing Policies**.

B. Time of Completion

Any contract awarded pursuant to this RFP solicitation shall agree to complete the work as outlined in the Scope of Services. The CCLBA may select more than one service provider from the proposals submitted to obtain the most qualified firm(s) or individual(s) for appraisal services to ensure timely completion of the requested services.

C. Term of Contract

Any contract awarded pursuant to this RFP solicitation shall be for a contract period of one (1) year, with the option for renewal for an additional two (2) years for all non-NSP2 projects; this contract shall

run until the end of NSP2 Reallocation term for services performed under that grant. All contracts made by the successful bidder with subcontractors shall be covered by the terms and conditions of the contract. The successful bidder shall see to it that their subcontractors are fully informed in regard to these terms and conditions.

D. NSP2 Background

Under the Recovery Act, Congress established the Neighborhood Stabilization Program 2 (NSP2) to stabilize neighborhoods whose viability is negatively affected by properties that have been foreclosed upon and abandoned. NSP2 provides grants to states, local governments, nonprofits and a consortium of public and or private nonprofit entities on a competitive basis.

The Michigan NSP2 Consortium received $223,875,339. The Michigan State Housing Development Authority (MSHDA), as lead applicant, 12 city governments, and eight county land banks will work together to remove blight, address vacancy and foreclosures, and reposition neighborhoods in targeted NSP2-eligible census tracts. MSHDA allocated $201,487,805 to place properties back in productive use and $22,387,534 in administrative fund for MSHDA, Cities and Lands Banks to share.

Originally, the City of Battle Creek received $4,501,000 and the CCLBA received $3,218,839 for a total award amount of $7,719,839 to assist the targeted census tracts in the City of Battle Creek.

It is possible that the State of Michigan will reallocate additional funding to the CCLBA and/or the City of Battle Creek in the future.

E. NSP2 Federal Regulations

For NSP2 projects, award recipients implementing the Michigan NSP2 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. All NSP2 funds awarded through reallocation must be administered as per the official regulations.

F. Economic Sanctions

The undersigned, acting either individually or as a duly authorized representative of the entity submitting the enclosed bid/proposal hereby verifies that he/she/it is not an Iran linked business which is defined as follows in the Iran economic Sanctions Act, Public Act 517 of 2012, MCL 129.311, et. seq.: (i) A person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquified natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquified natural gas for the energy sector of Iran and/or (ii) A financial institution that extends credit to another person, if that person will use the credit to engage in investment activities in the energy sector of Iran.

PROFESSIONAL SERVICE REQUIREMENTS

A. Scope of Work

The CCLBA seeks sealed proposals from Respondents to provide title services, quiet title services and escrow/closing services throughout Calhoun County and in targeted neighborhoods and census tracts in

the City of Battle Creek. (***See Appendix A – NSP2 Boundaries and Map***.) All respondents must possess the necessary qualifications to provide title services, title insurance and escrow/closing services; if necessary, the Land Bank may hire a second company to provide Quiet Title Services. Homes acquired by the Calhoun County Land Bank Authority in general, as well as those considered for projects under the NSP2 reallocation process will be foreclosed, abandoned or blighted properties in various states of disrepair.

The CCLBA is interested in facilitating the acquisition of vacant/foreclosed properties from various mortgage loan servicers and through the State of Michigan tax foreclosure process for the purpose of rehabilitation, new construction, and demolition to foster neighborhood stabilization. Services shall be provided on an "as needed" basis; the CCLBA does not guarantee a minimum quantity.

OTHER ASPECTS TO CONSIDER:

1. **For Title Services:** The selected respondent will conduct title searches, examinations, and issue title abstracts, title commitments, and owner's policies pursuant to the current standards of the American Land Title Association, in connection with the conveyance of single-family, 2-4 unit buildings, and 5 or more unit multi-family projects in Calhoun County; these services may also be needed for commercial, industrial, and agricultural properties. This includes determining the condition of title to be insured and evaluating the risk to be undertaken in the issuance of a title insurance policy. For projects that fall under the NSP2 program, and when applicable in individual cases, the selected respondent must be able to provide title insurance for the proposed rehabilitation cost of a property. The selected respondent also must establish a separate escrow account specifically for any transactions involving NSP2 projects covered under the reallocation.
2. **For Escrow/Closing Services:** Prior to the issuance of title policy, the title company will determine proper execution, acknowledgment and delivery of all conveyance documents, including deeds, required to consummate transactions involving the sale of properties. This includes a determination that proper consideration has passed confirmation of title clearance, preparation of settlements statements, and proper disbursement of all proceeds. The selected respondent will also be required to coordinate with lenders in conjunction with the issuance of loan policies.
3. **For Quiet Title Services:** In instances when a property does not qualify for traditional title insurance and requires a Quiet Title action, the company shall conduct the proper research and notification and other necessary steps to comply with all applicable laws and regulations. The selected respondent will be required to coordinate these services with the CCLBA staff.

The CCLBA reserves the right to select the contractor(s) that best meets the CCLBA's goals and objectives, quality levels, as well as its educational and service level expectations. The CCLBA reserves the right, in its sole discretion, to reject any/or all proposals, to waive any irregularities and technical defects contained therein, to award the contract in its entirety, in part, or not at all and/or determine which proposal is the lowest and/or best to enter into a Contract, as deemed to be in the best interest of the CCLBA and for City of Battle Creek for NSP2 projects. The CCLBA may select more than one service provider from the proposals submitted to obtain the most qualified firm(s) or individual(s).

INTERESTED BIDDERS: Interested bidders MUST REGISTER their company and intent to bid on this RFP at the Calhoun County website: **http://www.calhouncountymi.gov/vendors/registration**. A copy of the

questions & answers associated with this RFP will be sent out per the County's online registration database. If you have any questions, you can contact Leslie Obrig at 269-781-0981.

ALL NON-NSP2 WORK SHALL CONFORM TO THE FOLLOWING FEDERAL REQUIREMENTS WHERE APPLICABLE:

24 CFR 570.609 – Debarred, Ineligible or Suspended Contractors

24 CFR 570.611 – Conflict of Interest

24 CFR 85.36 – Procurement

ALL WORK COVERED BY THE NSP2 REALLOCATION SHALL CONFORM TO THE FOLLOWING FEDERAL REQUIREMENTS WHERE APPLICABLE:

24 CFR 570.061 – Equal Opportunity and Fair Housing

24 CFR 570.602 – Affirmative Marketing

24 CFR 570.603 – Davis Bacon Wage Rates for Projects with 8 or more units

24 CFR 570.604 – Environmental Review

24 CFR 570.605 – National Flood Insurance Program

24 CFR 570.606 – Displacement, Relocation and Acquisition

24 CFR 570.607 – Lead Based Paint

24 CFR 570.609 – Debarred, Ineligible or Suspended Contractors

24 CFR 570.611 – Conflict of Interest

24 CFR 85.36 – Procurement

42 USC 7401 – Clean Air Act & 33 USC 1251 – Federal Water Pollution Control Act

31 USC 1352 – Byrd Anti-Lobbying Amendment

Executive Order 11246

EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Proposal, the CCLBA will take into consideration the experience, location of business, and costs that are being proposed by the Respondent. Proposals should provide a straightforward, concise description of the proponent's capabilities to satisfy the requirements of the RFP. The following Evaluation Criteria will be considered in reviewing submittals:

Experience in providing the requested service

Price per property in Appendix B

Qualifications

Completeness of Response

Location of Business

Section 3 Certification or MBE/WBE (Appendix C)

A. Experience and Capacity

A point system to evaluate the experience and capacity of the Respondent including locality and HUD Section 3/MBE/WBE is included in Appendix D.

SUBMITTAL REQUIREMENTS

RFP responses must be submitted via hard copy and sent to Calhoun County Purchasing Department, 315 W. Green St, Marshall MI 49068 and clearly labeled RFP #05-CCLBA-2013 by 3:00 pm on Thursday, July 11, 2013. Submissions sent by email will not be accepted**. Each respondent shall submit one (1) original and two (2) copies of the required documentation in a clear, legible, and 8.5 by 11 inch format.** Respondents are advised to adhere to the Submittal Requirements; failure to comply with the instructions of this RFP will be cause for rejection of submittals.

Written questions must be submitted **via email kedwards@calhouncountymi.gov** by **5:00 pm Wednesday, July 3, 2013.** Written answers will be provided to all potential bidders via email by **5:00 pm Monday, July 8, 2013.**

The CCLBA reserves the right to seek additional information to clarify responses to this RFP. Each response must include the following:

A. Letter of Interest

Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent, not to exceed two pages in length. The Letter of Interest must also include the following information:

1. The principal place of business and the contact person, title, telephone/fax numbers and email address.
2. A brief summary of the qualifications of the Respondent and team.
3. Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).
4. 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.
5. The Certification attached hereto at the end of this RFP and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest.

B. Threshold Requirements

These documents must be submitted and acceptable along with your proposal:

1. a. Certificate of Good Standing for Corporations Companies issued by the Michigan Secretary of State; or
   b. Certificate of Existence for Limited Liability Companies issued by the Michigan Secretary of State; or
   c. Certificate of Good Standing or Certificate of Existence for Joint Ventures; or
   d. "Doing Business As" documentation and certificates for all other types of businesses.

2. Evidence of Insurance: Commercial General Liability with limits not less than $2,000,000; Workers Compensation and Employers Liability with limits not less than $500,000; and Automobile Liability with limits not less than $1,000,000 per occurrence. The selected Contractor shall agree to indemnify and hold harmless the CCLBA, Michigan State Housing Development Authority, U.S. Department of Housing and Urban Development, and its officers, agents, and employees from any and all claims, causes, or actions, and damages of any kind, for injury to or death of any person and damages to property arising out of or in connection with the work done by the Contractor under this contract, and including acts or omissions of the CCLBA, MSHDA, HUD, or its officer, agents, or employees in connection with said contact.
3. Non-For-Profit Documentation if applicable
   - IRS 501(c)(3) determination
   - Articles of Incorporation
   - Corporate By-Laws
   - Listing of Board Members
4. Evidence of Financial Stability: All Respondents shall include their most recent financial statements with the proposal response. This information will assist and the CCLBA in determining the Respondent's financial condition. The CCLBA is seeking this information to ensure that the respondent has the financial stability and wherewithal to assure good faith performance.
5. Evidence of State licensed or certification.
6. Three (3) references of related projects, including description of work, contact person and phone number, and a brief description of the project. (See Appendix E)
7. Conflict of Interest Statement & Supporting Documentation (See Appendix F): Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the CCLBA. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.

C. Main Proposal

Please provide the following information:

1. Years of experience and detailed qualifications in providing title services, title insurance, escrow/closing services, and/or Quiet Title services.
2. Respondents should state whether they are an MBE/WBE or Section 3 business enterprise. If so, please provide the applicable Section 3 documents or a copy of a current MBE/WBE certification letter.
3. A price for services as shown in Appendix B.
4. Section 3 qualifications.

SELECTION PROCESS

The Selection Committee comprised of the CCLBA staff and the Calhoun County Purchasing Department will review qualifications in accordance with the evaluation criteria set forth herein and applicable objectives and policies. CCLBA will also consult with the City of Battle Creek if necessary. Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be

awarded to the vendor with the lowest price. Instead, contract shall be awarded to vendor whose proposal received the most points in accordance with criteria set forth in RFP and can meet the capacity requirements.

QUESTIONS

Written questions must be submitted **via email kedwards@calhouncountymi.gov** by **5:00 pm Wednesday, July 3, 2013.** Written answers will be provided to all potential bidders via email by **5:00 pm Monday, July 8, 2013.**

SUBMITTAL DUE DATE

Responses to this RFP are due by **3 P.M. (local time) on Thursday, July 11, 2013**. The prevailing clock shall be **www.time.gov**

Each Respondent is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm's name. Hard copies must be delivered to:

Calhoun County
CCLBA
Purchasing Department
315 W. Green St.
Marshall MI 49068
ATTN: Leslie R. Obrig

LATE PROPOSALS WILL NOT BE CONSIDERED

CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the "Respondent"), that the information provided in this RFP submittal to the CCLBA is accurate and complete ,and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

_____

(Name of Respondent)

_____

(Signature of Authorized Representative

_____

(Typed Name of Authorized Representative)

_____

(Title)

_____

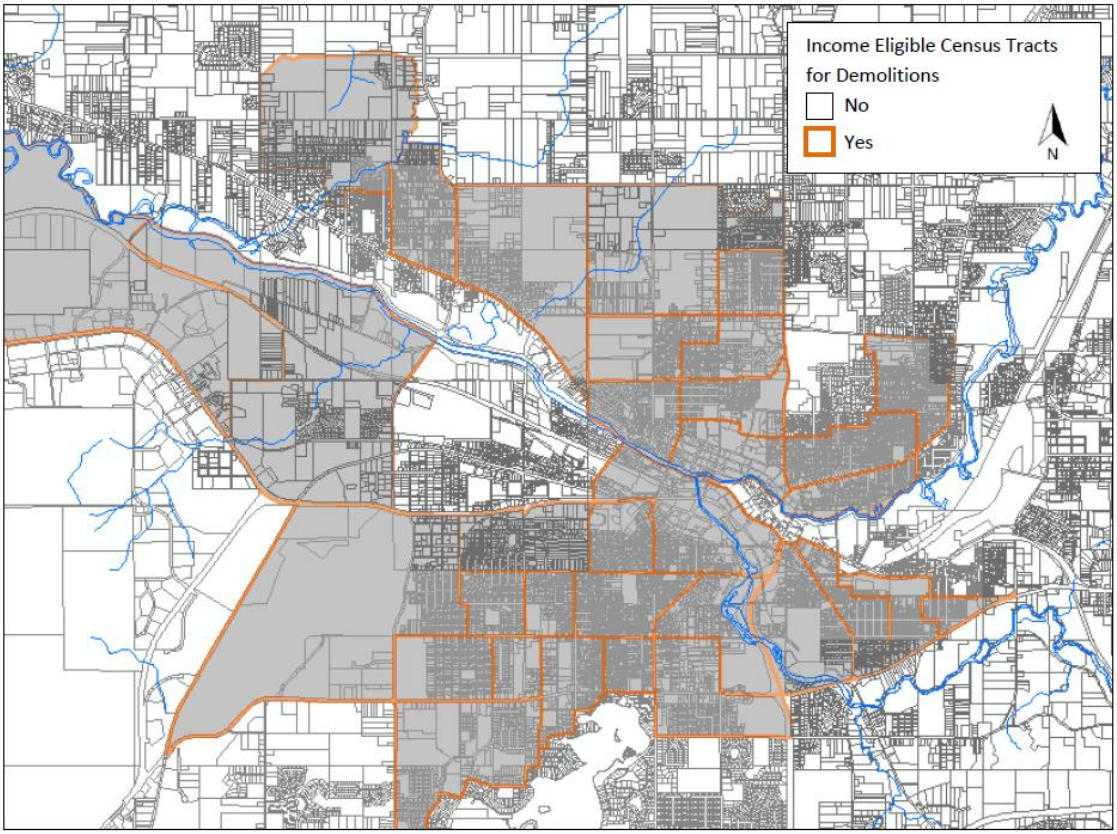
(Date)

RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP

- ❑ Letter of Interest
- ❑ Certification Form Note, Signed
- ❑ MBE/WBE, Local Hiring, HUD Section 3, if applicable
  - o Please include applicable documentation
- ❑ Certificate of Good Standing for Corporation issued by the Michigan Secretary of State; or Certificate of Existence for Limited Liability Companies issued by the Michigan Secretary of State; or a Certificate of Good Standing or Certificate of Existence for Joint Ventures for each entity comprising the joint venture; and all documentation and certifications for Respondents "Doing Business As."
- ❑ Copy of State License or certification.
- ❑ Evidence of Financial Stability, which could include the following:
  - o Annual report, independent audit, or a balance sheet that includes a financial review
- ❑ Pricing Proposal (Appendix B)
- ❑ Three References (See Appendix E)
- ❑ Non Collusion Affidavit, Signed and Notarized (Appendix F)
- ❑ RFP Submittal Requirements Checklist

APPENDIX A



NSP2 Eligible Census Tracts for Demolitions

APPENDIX B

Pricing

Service	Price
Title Services	
Tax Title Search/Preliminary Commitment of Title (to determine whether or not a property is eligible for title insurance)	
Title Insurance	
Rehabilitation Insurance	
Other Costs?	
Escrow/Closing Services	
Escrow/Closing Service	
Other Costs?	
Quite Title Services	
Quiet Title Preparation Service/Preliminary Commitment	
Quiet Title Action Initiated and Completed	
Discount for multiples property requests:	
Vacant Lots	
Properties with structure	
Other Costs?	

Note: If applicable, respondents can include a separate list of itemized costs on a separate sheet; however, respondents must stick to these categories as much as possible.

APPENDIX C

Section 3 Clause

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative or workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

APPENDIX D

In evaluating responses to this Request for Proposal, CCLBA 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:

Experience and Capacity

The point system is to evaluate the experience and capacity of the Respondent.

1. Experience in providing Title and Escrow/Closing Services

One (1) to five (5) years of experience in Title and Escrow/Closing Services	5 Points
Five (5) to ten (10) years of experience in Title and Escrow/Closing Services	10 Points

2. Experience in providing Quiet Title services

One (1) to three (3) years of experience in Quiet Title services	5 Points
Four (4) or more years of experience in Quiet Title services	10 Points
Ability to provide Quiet Title Services for multiple properties, at least five (5) properties, at one time	5 Points

3. Experience working in the City of Battle Creek or with NSP2 projects

If a respondent submits documentation that its company has worked significantly in the City of Battle Creek, especially in NSP2 Target Areas, it may receive these additional points.	5 Points

4. Pricing Proposal

Lowest bid amount	60 Points
Next lowest bid amount	50 Points
Each additional lowest bid amount will be reduced by 10 points	

5. Local Preference

Principal Business Office Location within Calhoun County, MI	10 Points

6. Section 3/MDE/WBE

Respondents meeting MBE/WBE requirements	10 Points
Respondents meeting HUD Section 3 requirements	20 Points

APPENDIX E

List of Three References (3)

Reference 1

Company/Municipality: _____

Contact Person:_____ Title: _____

Address: _____

City: _____ State:_____ Zip: _____

Telephone:_____ Email: _____

Type of Project(s): _____

_____

Budget:_____

Reference 2

Company/Municipality: _____

Contact Person:_____ Title: _____

Address: _____

City: _____ State:_____ Zip: _____

Telephone:_____ Email: _____

Type of Project(s): _____

_____

Budget:_____

Reference 3

Company/Municipality: _____

Contact Person:_____ Title: _____

Address: _____

City: _____ State:_____ Zip: _____

Telephone:_____ Email: _____

Type of Project(s): _____

_____

Budget:_____

APPENDIX F

NON-COLLUSION AFFIDAVIT

The bidder, by its officers and authorized agents or representatives present at the time of filing this bid, being duly sworn on their oaths, say that neither they nor any of them have in any way, directly or indirectly, entered into any arrangement or agreement with any other bidder or with any public officer of such Calhoun County Land Bank Authority, whereby such affidavit or affiant or either of them has paid or is to pay to such other bidder or public officer any sum of money, or has given or is to give to such other bidder or public office anything of value whatsoever, or such affidavit or affiant or either of them has not directly or indirectly entered into any arrangement or agreement with any other bidder or bidders, which tends to or does lessen or destroy free competition in the letting of the contract sought for by the attached bid, that no inducement of any form or character other than that which appears on the face of the bid will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the bid or awarding of the contract, nor has this bidder any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the contract sought by this bid.

COMPANY: _____

BY: _____
(signature)

NAME: _____
(type or print)

TITLE: _____

_____DATE: _____

The above statements are true to the best of my knowledge, information and belief as of the date set forth herein. *Notary certification below:*