Calhoun County Land Bank Authority

Repair & Upgrade Mechanical Service at142 Holly Road, in Bedford Township

BID NUMBER: #05-CCLBA-2015
DATE ISSUED: March 2, 2015
DATE DUE: March 16, 2015 (3:00pm LOCAL TIME)
Bid will be opened publicly at this time in the Purchasing Department,
315 W. Green Street, Marshall, MI.

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

EQUAL HOUSING OPPORTUNITY

TABLE OF CONTENTS

Overview 3
Important Dates 3
Scope of work 3
Other Information related to scope of work 4
Required proposal content 5
EVALUATION CRITERIA AND SCORING 7
SUBMITTAL REQUIREMENTS 7
other aspects to consider 7
A. RFP Overview 7
B. Time of Completion 8
C. Terms of Contract 8
D. Economic Sanctions 8
SELECTION PROCESS 11
QUESTIONS 11
SUBMITTAL DUE DATE 11
CERTIFICATION FORM NOTE 12
BID SUBMITTAL REQUIREMENTS CHECKLIST 13
Appendix A – Photos & Property Description ..... **Error! Bookmark not defined.**
Appendix B – Work Spec & Pricing 18
Appendix B – Mechanical Safety Inspection 18
Appendix D – Evaluation Criteria 19
Appendix E – References 20
Appendix F – Non Collusion Affidavit 21

REPAIR & UPGRADE MECHANICAL SERVICE AT 142 HOLLY ROAD – REQUEST FOR PROPOSALS (RFP)

OVERVIEW

The Calhoun County Land Bank Authority (CCLBA) owns the single-family structure at 142 Holly Road, in Bedford Township, and is seeking to repair and upgrade systems by advertising through three separate RFPs, one for electrical, one for mechanical, and one for plumbing. The CCLBA Project & Property Coordinator will serve as the general contractor. The CCLBA seeks to rehabilitate all mechanical systems to a code compliance status.

> Based on an inspection by the Township's inspectors, past electrical and plumbing work were done without a permit and must be corrected and brought up to current code; all new work must also meet current codes. Photos and property information can be found in Appendix A. This home was built prior to 1978; therefore, the CCLBA assumes that there is lead paint and prefers all Contractors to be certified in the EPA's Renovation, Repair, and Painting Program (RRP) and to practice lead safe work practices.

This RFP specifically seeks respondents interested in repairing and upgrading the mechanical service at 142 Holly Road (see Appendix B for work specifications). The CCLBA invites the submission of proposals from Licensed Residential Mechanical Contractors, to repair and upgrade the system. Licensed Contractors with demonstrated experience in this area and an interest in making their services available to the CCLBA are invited to respond to this bid.

IMPORTANT DATES

RFP Issue Date: March 2, 2015
Pre-Bid Meeting at 142 Holly Road: Monday, March 9, 2015 at 9:00-10:00am
Questions Due: Wednesday, March 11, 2015 at 5:00pm
Answers Available: Thursday, March 12, 2015 at 3:00pm
Proposal Due Date: Monday, March 16, 2015 at 3:00pm
Tentative Award Date: March 23, 2015
Project Completion: April 23, 2015

SCOPE OF WORK

The CCLBA seeks a qualified contractor to repair and upgrade the entire residential mechanical service for the single-family home at 142 Holly Road. A copy of the mechanical inspection performed in October of 2013 can be found in Appendix C. A complete list of work specifications can be found in Appendix B. Work shall include the following:

1. Conduct operational safety inspection (gas and carbon monoxide leaks) on furnace, hot water heater and gas fireplace; address all items to meet code requirements for Michigan Residential Building Code for Mechanical requirements. All work must pass an inspection from the local inspection department. Copy of report must be submitted to owner and township upon completion and inspection of work.
2. Install approved dryer vent to dryer on site.
3. Remove brush, bushes and trees around the air conditioning unit.

OTHER RELATED INFORMATION RELATED TO BID AND WORK

A. Mandatory Pre-Bid Meeting

a. The meeting will be held on Monday, March 9, 2015 between 9:00 – 10:00am at 142 Holly Road

i. The Project site will be open and available for inspection. Bidders must record their attendance at the inspection on the form available during the meeting. Contractors who do not attend and sign in this mandatory meeting may be disqualified.

B. Lead and Asbestos Statement

a. CCLBA will be responsible for lead and asbestos abatement assessments, clearances or other examinations if necessary.

C. General Guidelines for work related to Residential Rehabilitation Projects:

a. All construction work shall be performed in accordance with the State of Michigan, Mechanical Codes and Bedford Township requirements.

b. All construction work shall be inspected and approved by Bedford Township and CCLBA staff members.

c. The Contractor shall be fully responsible for obtaining at the Contractor's cost, all necessary permits and licenses as required by Bedford Township.

d. The awarded Contractor shall be responsible for completion of each item specified in this work write-up. Any changes shall be authorized only by the initiation and execution by the CCLBA and the Contractor of a formal CHANGE ORDER, which must receive written approval from the CCLBA prior to any work.

e. The Contractor shall verify, on the job site, all quantities, measurements or dimensions, conditions, plans and working drawings before submitting this bid. There will be no Change Orders to prices based on mistaken quantity count, measurements or dimensions.

f. The Contractor shall immediately notify (verbally and in writing) the Property & Project Coordinator of any discrepancies on the plans, working drawings, work write-up, and measurements or dimensions. The Contractor shall be held responsible for all such verifications.

g. The Contractor shall provide and install all necessary bracing to support and maintain the existing construction in a safe and undamaged condition throughout all phases of demolition, construction and/or reconstruction.

h. The Contractor shall take any and all precautions necessary to ensure that fixtures and materials, which are temporarily removed during any phase of construction, are protected from damage, vandalism and/or theft. Damage to property caused by the Contractor or his/her negligence shall be repaired or replaced by the Contractor at his/her own expense.

i. There have been no soil tests taken on this site pertaining to structural loads and, therefore, the CCLBA is not warranting, guaranteeing, or taking any responsibility regarding the bearing capacity of the soil and whether or not sufficient to support the structure or design.

j. Color(s), type, model, style, finish and manufacturer of all fixtures, appliances, hardware, and all other products used in the rehabilitation work shall be approved and/or selected by the CCLBA, and shall be standard in nature unless approved by the CCLBA.

k. The discarded floor covering, old doors, lumber, plumbing fixtures, roofing, debris, and other construction debris shall be removed from the work areas daily and disposed of properly. The property shall be left in a clean and safe condition at the completion of the job.
l. No work shall commence until a **NOTICE TO COMMENCE** is provided by the CCLBA to Contractor.
m. All work completed on job site is to be per manufacturer's specifications and Standard Trade Practice.
n. All new woodwork, interior closets, and storage areas noted in the specifications shall be painted unless otherwise noted.
o. If plans are required for the project, the Contractor shall furnish all required plans, not furnished by the CCLBA, and all required engineering.
p. All plumbing fixtures shall comply with all water saving codes.
q. Locks are to be Kwik-set, Master Lock, or approved equal, with all new locks and doors to be keyed the same. All new exterior doors to be equipped with dead bolt locks.
r. The selected Contractor will participate in a Pre-Construction Conference with the CCLBA, and will be expected to complete all work (lead related or basic rehabilitation) in the time frames agreed upon.
s. If needed, all lead evaluations and associated reports performed, including inspection, risk assessments, hazard screens, and clearance exams, must comply with Part III Environmental Protection Agency 40 CFR Part 745 "Lead; Identification of Dangerous Levels of Lead; Final Rule", dated Friday, January 5, 2001 & Part XI Environmental Protection Agency 40 CFR part 745 "Lead; Requirements for Lead-based Paint Activities in Target Housing and Child-occupied Facilities; Final Rule", dated Thursday, August 29, 1996. The CCLBA reserves the right to reject any lead evaluation or report that does not appear to comply with Environmental Protection Agency 40 CFR Part 745 Regulations.

Required proposal content

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

A. **Threshold Requirements**

These documents must be submitted along with your proposal:

1. Letter of Interest
   a. The principal place of business and the contact person, title, telephone and email address.
   b. A brief summary of the qualifications of the Respondent and team.
   c. Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).
   d. 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.

   e. The **Certification Form** 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.

2. a. **Certificate of Good Standing** for Corporations issued by the Michigan LARA; **or**
   b. **Certificate of Existence** for Limited Liability Companies issued by the Michigan LARA; **or**

c. Certificate of Good Standing or Certificate of Existence for Joint Ventures (County Clerk); or
d. **"Doing Business As"** documentation and certificates for all other types of businesses (County Clerk).

3. **Evidence of Insurance**: Commercial General Liability with limits not less than $1,000,000 Bodily injury, $1,000,000 property damage or $1,000,000 or combined Single Limit; Workers Compensation and Employers Liability with limits not less than $100,000 or statutory limit; and Automobile Liability with limits not less than $300,000 each person bodily injury; $500,000 liability per occurrence, $500,000 property damage; $500,000 combined single limit. Professional Liability not less than $1,000,000.

   The selected Contractor shall agree to indemnify and hold harmless the CCLBA, 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, or its officer, agents, or employees in connection with said contract.

   About Workers' Compensation Insurance: If you feel that your company is exempt from this requirement, you must file paperwork with the Workers' Compensation Agency (http://www.michigan.gov/wca). It is our understanding that the State requires exempt companies to file a WC-337 with this office; however, we advise all companies interested in pursuing this to contact the agency at 517-322-1195 to get more information and better understand which companies are exempt. To be counted as exempt by the CCLBA, respondents must submit paperwork from the State that shows the exemption is valid. If a company cannot document an exemption, then it should submit the required Workers' Compensation Insurance as discussed under "Evidence of Insurance".

4. **Evidence of Licensing** a copy of Respondent's State of Michigan, Department of Licensing and Regulatory Affairs, Residential Builder, Maintenance & Alteration Contractors, or Trade specific (Electrical, Mechanical, Plumbing) License. License of the firm and/or key individual of the firm. The license is required if work specified requires a permit to be obtained to complete building code related work.

5. **If applicable, evidence that employees are RRP trained/certificates or cards** and a statement regarding lead safe work practices (an assumption is being made that the house has lead based paint if built prior to 1978). This is not required for this project yet if certified submit proof with RFP.

6. **Years of experience doing mechanical work, proposed project completion date** (see Appendix D).

7. **Three (3) references of related projects (See Appendix E)**, including date of project, contact person and phone number, and a brief description of the project.

8. **Non Collusion Affidavit (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.

EVALUATION CRITERIA AND SCORING

In evaluating responses to this bid for repairing and upgrading the residential mechanical service, the CCLBA will take into consideration the experience 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 bid. The following Evaluation Criteria (Appendix D) will be considered, but shall not be binding, in reviewing submittals:

Experience in repairing and upgrading mechanical services
Price in Appendix B
References
Project Completion Date

The CCLBA reserves the right to select the Contractor 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.

SUBMITTAL REQUIREMENTS

Bid responses must be submitted via hard copy and sent to Calhoun County Purchasing Department, 315 W. Green St, Marshall MI 49068 and clearly labeled Mechanical Service RFP #05-CCLBA-2015 by 3:00pm on Monday, March 16, 2015. The respondent must submit 2 copies; one (1) original and one (1) copy of the required documentation in a clear, legible, unbound, and 8.5" x 11" 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.

OTHER ASPECTS TO CONSIDER

A. RFP Overview

It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, shall be State licensed and certified for mechanical work and is capable of providing the specified services. The Respondent shall be financially solvent and its employees and or subcontractors shall be competent to perform the services required under this bid document.

Nothing in this bid shall be construed to create any legal obligation on the part of the CCLBA or any respondents. The CCLBA reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this bid in whole or in part, at any stage. In no event shall the CCLBA be liable to respondents for any cost or damages incurred in connection with the bid process, including but not limited to, any and all costs of preparing a response to this bid or any other costs incurred in reliance on this bid. No respondent shall be entitled to repayment from the CCLBA for any costs, expenses or fees related to this bid or responding to this bid. All supporting documentation submitted in response to this bid will become the property of the CCLBA. Respondents may also withdraw their interest in the bid, 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 the Procurement Process** available online or through the Calhoun County Purchasing Department at 315 W Green Street, Marshall, MI 49068, or via phone at 269-781-0981.

B. Time of Completion

Any contract awarded pursuant to this bid solicitation shall agree to complete the work on or before the times outlined in the Term of Contract; project is expected to be completed within 30 days of contract.

C. Terms of Contract

Any contract awarded pursuant to this bid solicitation shall be effective until awarded project is completed, with the service at the project site taking place as soon as possible after the contract award and being completed within 30 days of the contract date. All contracts made by the successful bidder with subcontractors shall be covered by the terms and conditions of the contract which will incorporate this bid and any response by bidders. Bidders must submit a work plan/schedule demonstrating how they will meet the deadline to complete the work. The successful bidder shall contractually require their subcontractors to comply with these terms and conditions.

D. 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 liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied 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.

E. Pre-Construction Meeting

The Contractor shall schedule with the CCLBA, a pre-construction meeting within ten (10) days of award notification and prior to beginning work. The Contractor will bring:

- Proof of insurances not previously submitted.
- Major material suppliers to be used on the project.
- Name of the responsible person who will represent the Contractor at the site.
- Provide a copy of Permits required by the local code and building department offices for the specified work to be completed.

F. Notice to Commence

The Contractor shall be given the NOTICE TO COMMENCE when all required documentation is provided. Please note, no work is to commence until the NOTICE TO COMMENCE has been issued to the Contractor.

G. Correction of Work

The Contractor shall promptly correct work rejected by the CCLBA as failing to conform to the Contract documents. The Contractor shall bear the cost of correcting such rejected work.

H. Changes and/or Contract Modifications

The intent of the Contract document and work description is to include all items necessary for the proper and complete execution of the work by the Contractor.

If concealed or unknown physical conditions are encountered at the site that preclude proper execution of the work as described in this document, a Contract Amendment shall be prepared by the Contractor and submitted to the CCLBA within three (3) days of the discovery of said conditions, together with a proposed alternative, additional cost(s) or credit(s), if any, and additional Contract time necessary. No Contract Amendment will be effective until signed by an authorized representative of the CCLBA.

If an item is omitted from the work description, but necessary to comply with the applicable codes, a Contract Amendment shall be prepared by the Contractor and submitted to the CCLBA within three (3) days of the discovery of said condition, the additional cost, if any, and the additional Contract time necessary.

The CCLBA shall have authority to order, in writing, minor changes in the work not involving changes in the contract amount of the Contract Time and not inconsistent with the intent of the contract documents. This will be done after consultation with the Contractor. Such written changes shall be binding on all parties.

The CCLBA reserves the right to increase or decrease quantities, services, or requirements, or to make any changes necessary at any time during the term on this contract, or any negotiated extension thereof. Changes of any nature after contract award which reflect an increase or decrease in requirements or costs shall not be permitted without prior approval by the authorized CCLBA staff, board approval may be required. SUCH CHANGES, IF PERFORMED IN ADVANCE OF CCLBA STAFF APPROVAL SHALL BE SUBJECT TO DENIAL AND NON-PAYMENT.

I. Payment

Payment will be made upon completion of all work specified and when lien waivers and final code inspection have been provided by the Contractor, the Township executes an approved final inspection, and all other documentation is submitted and approved.

J. Warranties

Contractor shall submit a written Warranty to the CCLBA with, or prior to, the Final Payment Request. The Contractor warrants all material and equipment has been installed in strict conformance with the manufacturers' specifications.

The Contractor shall guarantee and warrant to the CCLBA, and its assignees, for a period of 12 months from the date of final acceptance all work required in the Contract Documents, that the same shall be free from any defects in workmanship and/or materials. In addition, the Contractor shall correct any such defects discovered during the same 12 month period at the Contractor's expense. The CCLBA shall provide to the Contractor written notice of any such defects together with an expected timeline and final date for full correction of those defects.

The Contractor shall furnish to the CCLBA all manufacturers' and suppliers' written guarantees, warranties, and installation manuals covering materials and equipment furnished under the Contract Documents with Final Payment Request.

K. Complaints or Disputes

All complaints or disputes concerning the Contractor's performance or workmanship shall be addressed first with the Contractor.

L. Waivers of Lien

Upon completion of all work and request for final payment, the Contractor shall furnish a 100% waiver of lien from each supplier and sub-contractor covering all items of the work. Failure to supply waivers of lien for the entire job upon completion and final payment request will be considered grounds for withholding Final Payment Request.

M. Default

The CCLBA may at any time, by written notice to the Contractor, terminate this contract and the Contractor's right to proceed with the work, for material breach, which shall include, but is not limited to the following:

- Failure to provide insurance and bonds (when called for), in the exact amounts and within the time specified or any extension thereof.
- Failure to make delivery of the supplies, or to perform the services within the time specified herein, or any extension thereof.
- The unauthorized substitution of articles for those bid and specified.
- Failure to make progress if such failure endangers performance of the contract in accordance with its terms.
- Failure to perform in compliance with any portion of the contract.
- Should Contractor fail to immediately correct said defective performance, said failure shall be considered a breach of this contract and grounds for termination of the same by the CCLBA.

In the event of any breach of this contract by Contractor, Contractor shall pay any cost to the CCLBA caused by said breach including but not limited to the replacement cost of such goods or services with another Contractor.

The CCLBA reserves the right to withhold any or all payments until any defect in performance have been satisfactorily corrected.

In the event the Contractor is in breach of this contract in any manner, and such breach has not been satisfactorily corrected, the CCLBA may bar the Contractor from being awarded any future CCLBA contracts.

All remedies available to the CCLBA herein are cumulative and the election of one remedy by the CCLBA shall not be a waiver of any other remedy available to the CCLBA.

SELECTION PROCESS

The Selection Committee comprised of the CCLBA staff will review qualifications. Proposals that are submitted timely and comply with the mandatory requirements of the bid will be evaluated in accordance with the terms of the bid. Any contract resulting from this bid 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 bid and can meet the time requirements.

QUESTIONS

Written questions must be submitted via email to arobinson@calhouncountymi.gov by **5:00pm Wednesday, March 11, 2015.** Written answers will be provided to all potential bidders via website posting by **3:00pm Thursday, March 12, 2015**.

SUBMITTAL DUE DATE

Responses to this bid are due by 3:00pm (local time) on March 16, 2015. 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
Purchasing Department
ATTN: Leslie Obrig
315 W. Green St.
Marshall MI 49068

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 bid 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 bid in its entirety and accepts its terms and conditions.

_____
(Name of Respondent)

_____
(Signature of Authorized Representative)

_____
(Typed Name of Authorized Representative)

_____
(Title)

_____
(Date)

BID SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to bid

- ❑ Bid Submittal Requirements Checklist
- ❑ Letter of Interest
- ❑ Certification Form Note - Signed
- ❑ 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"
- ❑ Evidence of Insurance – General liability, Workers' Comp and Auto Insurance
- ❑ Evidence of Builders License a copy Trade specific (Electrical, Mechanical, Plumbing) License.
- ❑ If applicable, evidence of RRP trained employees and statement regarding lead safe work practices based on the assumption of lead paint since the building was constructed prior to 1978 – not required yet if certified submit proof with the RFP
- ❑ Work Specifications & Pricing Proposal (Appendix B)
- ❑ Three References and related project information (See Appendix E)
- ❑ Non-Collusion Affidavit - Signed and Notarized (Appendix F)

APPENDIX A – PHOTOS & PROPERTY DESCRIPTION

Building Information

Bedford Charter Township

[Back to Non-Printer Friendly Version] [Send To Printer]

Parcel: 04-630-043-00

1 building(s) found.

	Description ↑	Floor Area	Yr Built
⊟	Residential Building 1	1171 Sq. Ft.	1955

General Information

Floor Area:	1171 Sq. Ft.	**Estimated TCV:**	N/A
Garage Area:	360 Sq. Ft.	**Basement Area**	1171 Sq. Ft.
Foundation Size:	1171 Sq. Ft.		
Year Built:	1955	**Year Remodeled:**	0
Occupancy:	Single Family	**Class:**	C
		Tri-Level?:	NO
Percent Complete:	100%	**Heat:**	Forced Heat & Cool
AC w/Separate Ducts:	NO	**Wood Stove Add-on:**	NO
1st Floor Rooms:	5	**Water:**	Water Well
Bedrooms:	2	**Sewer:**	Septic
Style:	ONE STORY		

Area Detail - Basic Building Areas

Height	Foundation	Exterior	Area	Heated
1 Story	Full Bsmnt.	Siding	1171 Sq. Ft.	1 Story

Area Detail - Overhangs

Height	Exterior	Area	Included in Size for Rates

Exterior

Brick Veneer:	0 Sq. Ft.	**Stone Veneer:**	48 Sq. Ft.

Basement Finish

Recreation:	0 Sq. Ft.	**Recreation % Good:**	0
Living Area:	0 Sq. Ft.	**Living Area % Good:**	0
Walk Out Doors:	0	**No Concrete Floor Area:**	0 Sq. Ft.

Plumbing Information

3-Fixture Baths:	1
2-Fixture Baths:	1
Ceramic Tile Wains:	1

Built-In Information

Dishwasher:	1
Vented Hood:	1
Oven:	1
Standard Range:	1

Fireplace Information

https://is.bsasoftware.com/bsa.is/AssessingServices/ServiceAssessingDetailsBuildings.asp... 8/26/2014

Interior 1-Story:	1
2nd On Same Stack:	1

Garage Information

Garage # 1

Area:	360 Sq. Ft.	**Exterior:**	Siding
Foundation:	42 Inch	**Common Wall:**	1 Wall
Year Built:	1955	**Finished?:**	NO
Auto Doors:	0	**Mech Doors:**	1

Porch Information

CCP (1 Story):	49 Sq. Ft.	**Foundation:**	Standard
CCP (1 Story):	90 Sq. Ft.	**Foundation:**	Standard

****Disclaimer:** BS&A Software provides this Web Site as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.
Privacy Policy

APPENDIX B – WORK SPECIFICATIONS & PRICING PROPOSAL

Work Specifications for Electric Service **COST**

Permits: Obtain all necessary permits and licenses as required by the local municipality governing body Building Inspection or Code Compliance Division. Furnish copies of all finaled/approved permits with final invoice (applicable Building, Plumbing, Mechanical and/or Electrical), to Property and Project Coordinator at CCLBA. **FAILURE TO DO SO WILL RESULT IN NON-PAYMENT.** $_____

Mechanical:
(Refer to safety inspection conducted 10/9/13 in Appendix C) $_____

1. Conduct operational safety inspection (gas and carbon monoxide leaks) on furnace, hot water heater and gas fireplace; address all items to meet code requirements for Michigan Residential Building Code for Mechanical requirements. All work must pass an inspection from the local inspection department. Copy of report must be submitted to owner and township upon completion and inspection of work.

2. Install approved dryer vent to dryer on site. $_____

3. Remove brush, bushes and trees around the air conditioning unit. $_____

TOTAL COST **$_____**

Please note: *The CCLBA reserves the right to award the contract in its entirety, in part, or n determine which proposal is the lowest and/or best to enter into a Contract, as deemed tc interest of the CCLBA.*

APPENDIX C – BEDFORD CHARTER TOWNSHIP SAFETY INSPECTION

Jul 02 14 10:29p A Harrison 2697639630 p.1

Bedford

Notice of Inspection &/or Correction

___Building ___Electrical _X_Mechanical ___Plumbing

Job Location			Permit # PM13-077
142 Holly			E.R. #
Contractor/Owner			Phone
County			
Date inspection requested	Time in	Time out	Date performed
10/9/13			10/9/13

___New construction ___Remodel _____Other

Footings/underground: % completed_____ ___approved ___not approved

Rough-in: % completed_____ ___approved ___not approved

Final: Safety Insp % completed_____ ___approved _X_ not approved

Violations - Upon inspection, the following code violations were found:

✓ 1) Remove trees from around the AC unit.

2) Cut of bed room doors if carpet stays or is replaced, if wood floors are used space under the door is ok.

✓ 3) Need an approved dryer vent.

✓ 4) Have the furnace water heater and gas fireplace checked out by a Mechanical contractor for proper operation, gas leaks carbon monoxide leaks. A copy of the report must be furnished to ~~this~~ the twp.

All corrections must be made on or before_____.

Please notify the Inspections Division upon correction at_____.

Inspector_ A Harrison_____.

APPENDIX D – EVALUATION CRITERIA

In evaluating responses to this Request for Proposal, CCLBA will take into consideration the experience, pricing, and scheduling that are being proposed by the Respondent. The following Evaluation Criteria will be considered in reviewing submittals:

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

Experience in repairing and upgrading mechanical systems

Two (2) to four (4) years of experience	10 Points
Five (5) or more years of experience	20 Points

Pricing Proposal

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

Project Scheduling

Project completed by April 23, 2015	5 Points

APPENDIX E – REFERENCES

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 or representative of the 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 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 the 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. The bidder is fully informed with respect to the preparation and contents of the attached bid proposal and of all pertinent circumstances respecting said proposal.

I hereby affirm by my signature affixed hereto that the above statements are true to the best of my knowledge, information and belief.

By: _____ _____
Signature Date

_____
Printed Name

_____
Title

_____
Company

This affidavit must be notarized to be complete. Notary certification below.

Subscribed and sworn to before me on _____, 2014 in _____ County, Michigan.

(seal)

_____

_____, Notary Public

Acting in _____ County, Michigan

My Commission Expires: _____, 20___