

# Calhoun County Land Bank Authority & Calhoun County Treasurer

## Request for Proposal: Locksmith Services

**BID NUMBER:** #02-CCLBA-2013

**DATE ISSUED:** March 20, 2013

**DATE DUE:** April 9, 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 should register online at the [County Vendor Registration](#) webpage. If you have questions, please contact Leslie Obrig at 269-781-0981 or [lobrig@calhouncountymi.gov](mailto:lobrig@calhouncountymi.gov). All communications for this RFP, including questions and answers and awards, will be posted online through the county's website.**

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



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## REQUEST FOR PROPOSALS – LOCKSMITH SERVICES

### INTRODUCTION

#### Overview

This Request for Proposals (“RFP”) is being issued by the Calhoun County Land Bank Authority and the Calhoun County Treasurer. The Land Bank and Treasurer invite the submission of proposals for locksmith services for Land Bank and Treasurer owned properties; examples of current Land Bank properties are included in *Appendix A*. Services would include changing, picking, and securing a variety of locks to allow entrance into foreclosed properties and to secure such properties; services would also include making or providing copies of keys and occasionally screwing doors or windows shut during the course of providing locksmith services. Contractors that provide these services with demonstrated experience and an interest in making their services available to the Land Bank and Treasurer 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(s) acting as an individual, partnership, corporation or other legal entity, has applicable federal, state, and local licenses. The Respondent shall be financially solvent and its employees shall be competent to perform the services required under this RFP document.

Nothing in this RFP shall be construed to create any legal obligation on the part of the Land Bank or Treasurer or any respondents. The Land Bank and Treasurer reserve the rights, in their sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall the Land Bank and Treasurer 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 Land Bank or Treasurer 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 Land Bank and Treasurer. 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 Land Bank and the county have 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.

#### Time of Completion

Any contract awarded pursuant to this RFP solicitation shall agree to complete the work as outlined in the Scope of Services.

#### Term of Contract

Any contract awarded pursuant to this RFP solicitation shall be for a contract period of twelve (12) months, with the possibility of an extension for an additional twelve (12) months at the discretion of the Land Bank and Treasurer. The Land Bank and Treasurer may hire more than one contractor. All contracts made by the successful bidder(s) with subcontractors shall be covered by the terms and conditions of the contract. The successful bidder(s) shall see to it that their subcontractors are fully informed in regard to these terms and conditions.

## PROFESSIONAL SERVICE REQUIREMENTS

### Scope of Work

The Calhoun County Land Bank and Treasurer seek sealed proposals from Respondents to pick, change, secure a variety of locks to allow entrance into and secure properties throughout Calhoun County as well as making or providing keys to both the Land Bank and the Treasurer. The majority of the properties were acquired through the tax-foreclosure process. The Land Bank owns several properties, primarily in Battle Creek and Albion; the Treasurer will foreclose on additional properties throughout the county on April 1, 2013; examples of current Land Bank properties are included in *Appendix A*. The Land Bank would require these services on an as needed basis; however, the majority of Land Bank owned properties have already been rekeyed. The Treasurer would require similar services for foreclosed properties as needed and when evictions are completed prior to the Property Tax Foreclosure Auctions in late summer and early fall. In some cases, Treasurer owned properties may not sell and be subsequently transferred to the Land Bank; properties in this category may then need these services.

In general, properties owned by the Land Bank and Treasurer will require locksmith services as needed; requests are made most often after tax foreclosure in the spring and summer, but are required throughout the year on an as needed basis. Therefore, the Land Bank and Treasurer are seeking pricing on all services, and expect that all services would be provided on an as requested basis only (*See Appendix B*). Services are generally required by appointment, except in emergency situations.

Selected contractors shall document completed work by providing an invoice listing each property, hours worked, and number of employees on the job to the property manager for the Land Bank and Treasurer. In the event that a valid complaint is received by a neighbor, municipality, or other interested party the contractor shall have forty-eight (48) hours to remedy the situation.

ALL 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

Proposals shall be guaranteed for a period of twelve (12) months with an option to re-new for an additional twelve (12) months; renewal notification must be given by February 1, 2014 and be approved by either the Land Bank or Treasurer. Prices shall remain the same during the extended term.

The Land Bank and Treasurer reserve the right to select the contractor(s) that best meets the county's goals and objectives, quality levels, and service level expectations. Additionally, the Land Bank and Treasurer reserve the right, in their 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 Land Bank and/or Treasurer.

## EVALUATION CRITERIA AND SCORING

In evaluating responses to this RFP, the Land Bank and Treasurer will take into consideration the experience, capacity, 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:

- Qualification: Years of Experience Providing Locksmith Services
- Price (See *Appendix B*)
- Completeness of Response
- Locality of Business
- Familiarity with tax-foreclosed and vacant parcels
- References
- Professional Affiliation, if applicable

### Experience and Capacity

A point system is used to evaluate the each Respondent; this includes locality, familiarity with foreclosed parcels, professional affiliation, pricing and experience (*See Appendix C*).

## SUBMITTAL REQUIREMENTS

RFP responses must be submitted via hard copy and sent or hand delivered to the Calhoun County Purchasing Department, 315 W. Green St, Marshall MI 49068 and clearly labeled RFP #02-CCLBA-2013. 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 to [kedwards@calhouncountymi.gov](mailto:kedwards@calhouncountymi.gov) by **5:00 pm Tuesday, April 2, 2013**. Written answers will be provided to all potential bidders via email by **5:00 pm Thursday, April 4, 2013**.

THE CALHOUN COUNTY LAND BANK AUTHORITY reserves the right to seek additional information to clarify responses to this RFP. Each response must include the following:

### Letter of Interest

Please submit a Letter of Interest signed by a duly authorized 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 employees.
3. 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.

**Threshold Requirements**

These documents must be submitted 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 \$500,000;
  - Workers Compensation and Employers Liability with limits not less than \$500,000; and
  - Automobile Liability with limits not less than \$500,000 per occurrence.

The selected Contractor(s) shall agree to indemnify and hold harmless the Land Bank, Treasurer, Calhoun County, 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 Land Bank, Treasurer, Calhoun County, or its officer, agents, or employees in connection with said contact.

**A note 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 Calhoun County, 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”.

3. Pricing Proposal (Appendix B)
4. Three (3) references, including contact person and phone number, and type of services provided (*See Appendix D*); and
5. Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the Land Bank or Treasurer. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts. (*Please see & complete Appendix E*)

**Main Proposal**

Please provide the following information:

- Years of experience providing locksmith services;
- Familiarity with vacant, abandoned, and foreclosed properties;
- Professional Affiliation (if applicable); and
- Pricing proposal on a type of service basis. *(See Appendix B)*

**SELECTION PROCESS**

The Selection Committee comprised of staff from the Land Bank, Treasurer, and the Calhoun County Purchasing Department will review qualifications in accordance with the evaluation criteria set forth herein. 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 overall price. Instead, contract shall be awarded to the vendor whose proposal received the most points in accordance with criteria set forth in RFP.

**QUESTIONS**

Written questions must be submitted via email to [kedwards@calhouncountymi.gov](mailto:kedwards@calhouncountymi.gov) by **5:00 pm Tuesday, April 2, 2013**. Written answers will be provided to all potential bidders via email by **5:00 pm Thursday, April 4, 2013**.

**SUBMITTAL DUE DATE**

Responses to this RFP are due by **3 P.M. (local time) on Tuesday, April 9, 2013**. The prevailing clock shall be [www.time.gov](http://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 RFP submittal to THE CALHOUN COUNTY LAND BANK AUTHORITY 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
  - If your company is interested in a specific geographic area, please indicate it in your response
- Years of experience providing locksmith services
- Familiarity with vacant, abandoned, and foreclosed properties
- Professional Affiliation, if applicable
- Certification
- 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
- Pricing Proposal (*See Appendix B*)
- References & Description of Service Provided (*See Appendix D*)
- Conflict of Interest Statement & Supporting Documentation (*Please see & complete Appendix E*)
- RFP Submittal Requirements Checklist

**APPENDIX A**

**Examples of Properties Currently Owned by the  
Calhoun County Land Bank Authority**

<b>Address</b>	<b>Location</b>	<b>Structure/Vacant</b>
700 Albion St N	Albion, MI	Structure
410 Austin Ave	Albion, MI	Structure
319 Center St W	Albion, MI	Structure
135 Clay St	Battle Creek, MI	Structure
53 Euclid	Battle Creek, MI	Structure
64 Goodale E	Battle Creek, MI	Garage Only
128 Greenwood Ave	Battle Creek, MI	Structure
414 Kendall St N	Battle Creek, MI	Structure
278 Limit St	Battle Creek, MI	Structure
80 Oaklawn Ave	Battle Creek, MI	Structure
169 Oaklawn Ave	Battle Creek, MI	Structure

**APPENDIX B**

Please complete the pricing information below.

**Notes:**

1. If you do not wish to work in all jurisdictions, please include pricing for the jurisdiction(s) in which you wish to work and please include an “NA” (Not Applicable) for those in which you are not interested.
2. If there are any other costs that you intend to charge, please complete the other cost line item. If there are no other costs, please include an “NA” in that section.
3. Also, please answer the “How many employees do you normally send to the job site” question.

<b>Locksmith Services</b>		
<b>Location/Type of Property</b>	<b>Changing, Picking, Securing Locks &amp; Occasionally Securing Doors or Windows (not boarding)</b>	<b>Making or Providing Keys (Please provide one price for all jurisdictions)</b>
<b>Battle Creek</b>	/per hour per employee	/per key
<b>Albion</b>	/per hour per employee	
<b>Marshall</b>	/per hour per employee	
<b>Springfield</b>	/per hour per employee	
<b>County Properties*</b>	/per hour per employee	
<b>Other Costs?</b>		
<b>How many employees do you normally send to the job site?</b>		

*\*County properties include properties in the Townships as well as in the Villages of Athens, Burlington, Homer, and Tekonsha.*

## APPENDIX C

In evaluating responses to this Request for Proposal, Calhoun County Land Bank Authority 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:

### Evaluation Criteria

#### 1. Experience in providing **Locksmith services**

One (1) year or less of experience providing described services.	5 Points
Two (2) to three (5) years of experience providing described services.	10 Points
Greater than five (5) years of experience providing described services.	20 Points

#### 2. Pricing Proposal

Lowest bid amount (by jurisdiction)	60 Points
Next lowest bid amount (by jurisdiction)	55 Points
Each additional lowest bid amount will be reduced by 5 points	

#### 3. Local Preference

Principal Business Office Location within Calhoun County, MI	20 Points
Principal Business Office Location within 20 miles of Calhoun County, MI	10 Points
Principal Business Office Location more than 20 miles from Calhoun County, MI	0 Points

#### 4. Familiarity with tax-foreclosed and vacant properties

One (1) to two (2) years of experience providing services to abandoned (includes tax & mortgage foreclosures) or government owned properties	5 Points
More than two (2) years of experience providing services to abandoned (includes tax & mortgage foreclosures) or government owned properties	15 Points

#### 5. Professional Affiliation, if applicable

Evidence that company is a member of a professional association	5 Points
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## APPENDIX D

### List of Three (3) References & Description of Services Provided

#### Reference 1

Company/Municipality: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Type of Project(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Reference 2

Company/Municipality: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Type of Project(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Reference 3

Company/Municipality: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Type of Project(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**APPENDIX E**

**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:*

