Calhoun County Land Bank Authority & Calhoun County Treasurer

Request for Proposal: Boarding, Securing and/or Trash Removal

BID NUMBER: #10-CCLBA-2015
DATE ISSUED: May 20, 2015
DATE DUE: June 3, 2015
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

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REQUEST FOR PROPOSALS – BOARDING, SECURING AND/OR TRASH REMOVAL SERVICES

INTRODUCTION

This Request for Proposals ("RFP") is being issued by the Calhoun County Land Bank Authority (CCLBA) and the Calhoun County Treasurer. The CCLBA and Treasurer invite the submission of proposals for boarding, securing and property clean out services for CCLBA and Treasurer owned properties; examples of current CCLBA properties are included in *Appendix A*. Services would include boarding windows per all applicable municipal codes, securing doors, removing trash and other debris from properties and other miscellaneous services as need to ensure properties are safe. Contractors that provide these services with demonstrated experience and an interest in making their services available to the CCLBA 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 CCLBA or Treasurer or any respondents. The CCLBA 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 CCLBA 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 CCLBA 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 CCLBA 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 CCLBA 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.

Important Dates
RFP Issue Date: May 20, 2015
Questions Due: Wednesday, May 27, 2015 at 5:00pm
Answers Available: Friday, May 29, 2015 at 3:00pm
Proposal Due Date: Wednesday, June 3, 2015 at 3:00pm
Tentative Award Date: June 15, 2015

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 CCLBA and Treasurer. The CCLBA 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.

Economic Sanctions

The undersigned, acting either individually or as a duly authorized representative of ht entity submitting the enclosed RFP/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 provided 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.

PROFESSIONAL SERVICE REQUIREMENTS

Scope of Work

The CCLBA and Treasurer seek sealed proposals from Respondents to board, secure, and clean out properties throughout Calhoun County, the majority of which were acquired through the tax-foreclosure process. The CCLBA owns several properties, primarily in Battle Creek and Albion; the Treasurer will foreclose on additional properties throughout the county on April 1, 2015; examples of current CCLBA properties are included in *Appendix A*. The CCLBA would require boarding and securing services, which could include boarding open windows and doors, removing trash and debris or other miscellaneous services to ensure safety. The Treasurer would require similar services until the foreclosed properties are sold at 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 CCLBA; properties in this category would require the same general maintenance as CCLBA owned properties *(See Appendix B)*.

Selected contractors shall document completed work by providing an invoice listing each property and service provided, hours worked, material costs, photo of completed task and number of employees on the job to Property & Project Coordinator for the CCLBA and Foreclosure Coordinator for 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.

Proposals shall be guaranteed for a period of twelve (12) months with an option to renew for two additional twelve (12) month periods; renewal notification must be given by February 1, 2016 and be approved by CCLBA and Treasurer. Prices shall remain the same during the extended term.

The CCLBA and Treasurer reserve the right to select the contractor(s) that best meet the County's goals and objectives, quality levels, and service level expectations. Additionally, the CCLBA 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 CCLBA and/or Treasurer.

SUBMITTAL REQUIREMENTS

1. **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:
   a. The principal place of business and the contact person, title, telephone/fax numbers and email address.
   b. A brief summary of the qualifications of the Respondent and employees.
   c. Point of contact for this contract, if different from Respondent.
   d. The Certification Form Note; 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. **Main Proposal**
   Please provide the following information:
   - Years of experience providing boarding, securing, and property clean out services;
   - Familiarity with vacant, abandoned, and foreclosed properties;
   - Experience with the ***Battle Creek Code of Ordinances, Section 1456.07***;
   - Professional Affiliation; and
   - Certification (if applicable).

3. **One of the following:**
   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.

4. **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 CCLBA, 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 CCLBA, 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."

5. **Pricing Proposal** - (Appendix B)

6. **References (Three)** – (Appendix D) - including contact person and phone number, and type of services provided; and

7. **Non Collusion Affidavit** – *(Appendix E)* Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the CCLBA or Treasurer. 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 RFP, the CCLBA 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 ***(See Appendix C)***:

Years of Experience Providing Boarding, Securing & Property Clean Out Services
Price Proposal
Completeness of Response
Locality of Business
Familiarity with tax-foreclosed and vacant parcels
Experience with the *Battle Creek Code of Ordinances, Section 1456.07*
References
Professional Affiliation and Certification, if applicable

SELECTION PROCESS

The Selection Committee comprised of staff from the CCLBA, 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 *arobinson@calhouncountymi.gov* **by 5:00pm Wednesday, May 27, 2015**. Written answers will be provided to all potential bidders via email and posting the website by **5:00pm Friday, May 29, 2015**

SUBMITTAL DUE DATE

Responses to this RFP are due by **3:00pm (local time) on Wednesday, June 3, 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 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
- ❑ Main Proposal
- ❑ Certificate Form Note (Completed and 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
- ❑ Pricing Proposal *(See Appendix B)*
- ❑ References & Description of Service Provided *(See Appendix D)*
- ❑ Non Collusion Affidavit *(Complete, sign and have notarized - Appendix E)*
- ❑ RFP Submittal Requirements Checklist

APPENDIX A – EXAMPLES OF PROPERTIES

Examples of Properties Currently Owned by the CCLBA or Treasurer		
Address	**Location**	**Structure/Vacant**
501 Berrien St.	Albion, MI	Structure
813 Carson St.	Albion, MI	Structure
500 Erie St.	Albion, MI	Structure
114 Newburn Dr.	Battle Creek, MI	Structure
131 Spring St.	Battle Creek, MI	Structure
55 Alden Ave.	Battle Creek, MI	Garage Only
130 Capital Ave NE	Battle Creek, MI	Structure
41 Blanche	Battle Creek, MI	Structure
93 Northside De.	Battle Creek, MI	Structure
108 Highway	Battle Creek, MI	Structure
39 Rittenhouse	Battle Creek, MI	Structure

APPENDIX B – PRICING PROPOSAL

Please complete the pricing information below.

Note: 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.

Boarding, Securing, and/or Clean Out Property Services		
Location/Type of Property	**Boarding & Securing Windows & Doors**	**Trash Removal at Properties**
Battle Creek	/per hour per employee	/per hour per employee
Albion	/per hour per employee	/per hour per employee
Marshall	/per hour per employee	/per hour per employee
Springfield	/per hour per employee	/per hour per employee
County Properties*	/per hour per employee	/per hour per employee
Note: The CCLBA or Treasurer will also cover the cost of materials; invoice requires separate lines for materials and labor.		

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

APPENDIX C – EVALUATION CRITERIA

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:

4. Evaluation Criteria

1. Experience in providing boarding & securing services

Two (2) to three (5) years of experience providing described services.	5 Points
Greater than five (5) years of experience providing described services.	10 Points

0.

2. Experience in providing property clean out services

Two (2) to three (5) years of experience providing described services.	5 Points
Greater than five (5) years of experience providing described services.	10 Points

0.

3. 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	

0.

4. Local Preference

Principal Business Office Location within Calhoun County, MI	10 Points
Principal Business Office Location within 20 miles of Calhoun County, MI	5 Points

0.

5. 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	10 Points

0.

6. Experience with the ***Battle Creek Code of Ordinances, Section 1456.07***

Evidence of more than three years' experience boarding and securing in Battle Creek (only applicable to this jurisdiction)	5 Points

0.

7. Professional Affiliation, if applicable

Evidence that company is a member of a professional association	5 Points

0.

APPENDIX D - REFERENCES

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 or representative of the Calhoun County Land Bank Authority or Treasurer's Office, 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___