

Calhoun County Land Bank Authority & Calhoun County Treasurer

Request for Proposal: Mowing & Lawn Maintenance Services

BID NUMBER: #01-CCLBA-2016

DATE ISSUED: January 15, 2016

DATE DUE: February 5, 2016; 3:00 PM (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



REQUEST FOR PROPOSALS – MOWING & LAWN MAINTENANCE SERVICES

BACKGROUND

This Request for Proposal (“RFP”) is being issued by the Calhoun County Land Bank Authority (CCLBA) and the Calhoun County Treasurer (Treasurer). The CCLBA and Treasurer invite the submission of proposals for mowing, lawn care, and maintenance services on CCLBA and Treasurer owned properties; examples of current CCLBA properties are included in *Appendix A*. 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.

Important Dates

RFP Issue Date: January 15, 2016

Questions Due: Wednesday, January 27, 2016 at 5:00pm

Answers Available: Thursday, January 28, 2016 at 5:00pm

Proposal Due Date: Friday, February 5, 2016 at 3:00pm

Tentative Award Date: February 19, 2016

PROFESSIONAL SERVICE REQUIREMENTS

Scope of Work

The Calhoun County Land Bank and Treasurer seek sealed proposals from Respondents to mow and maintain properties throughout Calhoun County, the majority of which were acquired through the tax-foreclosure process. The CCLBA owns over six hundred (600) properties primarily in Battle Creek and Albion; examples of current CCLBA properties are included in *Appendix A*. The CCLBA would require mowing, lawn care, and maintenance services, which could include the removal of trash, brush, and leaves through the end of the mowing season. The Treasurer would require similar services on roughly 200 properties 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 long term maintenance as CCLBA owned properties.

In general, properties owned by the CCLBA and Treasurer need regular mowing and end of year leaf mulching services. However, in some cases properties could require brush hog, strip mowing, and/or debris clean up services. Therefore, the CCLBA and Treasurer are seeking pricing on all services, but expect that more specific services would be provided on an “as requested” basis only (*See Appendix B*).

Mowing or leaf mulching services shall be provided on an “as needed” basis, but in normal conditions, and depending on location and weather on a 3 week rotation. Selected contractors shall document this by providing a monthly invoice listing each property and service provided to either the CCLBA or the Treasurer; ownership clarification will be provided to all contractors. Furthermore, it is expected that selected contractors would be responsible for general site preparation at the beginning of the mowing season. 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 and submit electronic photograph verifying resolution of the issue.



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 24 months with an option to renew for an additional twelve (12) months, and the option to renew for a 2nd additional twelve (12) months; renewal notification must be given by February 1, 2018 and be approved by either the CCLBA or Treasurer. Prices shall remain the same during the extended term. If the Contractor believes that there is a significant change in the condition of a lot that merits a change in pay, staff would evaluate the request to determine appropriateness.

The CCLBA 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 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.

THRESHOLD REQUIREMENTS/REQUIRED FOR SUBMITTAL

1. Letter of Interest

Please submit a 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 (See Appendix F for sample letter):

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. Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).
4. The Certification Form Note - attached hereto at the end of this RFP and incorporated herein by reference and must be signed by Respondent and attached to the Letter of Interest.

2. Main Proposal

Please provide the following information:

- Years of experience and qualification providing mowing services;
- Capacity on a per lot basis to provide services on a 3 week-cycle;
- Familiarity with vacant, abandoned, and foreclosed properties;
- List of Equipment

3. Threshold Requirements

These documents must be submitted along with your proposal:

- A. Certificate of Good Standing for Corporations Companies issued by the Michigan Department of Licensing and Regulatory Affairs; or Certificate of Existence for Limited Liability Companies issued by the Michigan Department of Licensing and Regulatory Affairs; or Certificate of Good Standing or Certificate of Existence for Joint Ventures issued by Michigan Department of



Licensing and Regulatory Affairs; or “Doing Business As” documentation and certificates for all other types of businesses.

B. Evidence of Insurance:

- Commercial General Liability with aggregate limits not less than \$500,000;
- Workers Compensation and Employers Liability with limits not less than \$500,000 per occurrence; and
- Automobile Liability with limits not less than \$500,000 per occurrence.

The selected Contractor 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.

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 understanding 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.”

C. Pricing Proposal on a type of lot basis - (See Appendix B)

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

E. 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. (Please see & complete Appendix E)

F. W-9 – (Appendix F) Please complete.

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 complete to provide a straightforward, concise description of the proponent’s capabilities to satisfy the requirements of the RFP. The following Evaluation Criteria and point system will be considered in reviewing submittals (See Appendix C):



Experience and Capacity Providing Mowing & Lawn Care Services

Capacity of Contractor and its Personnel

Price Proposal (See *Appendix B*)

- Include the number of lots that can be mowed per week
- Specify if your company is interested in a specific geographic area

Locality of Business

Familiarity with tax-foreclosed and vacant parcels

OTHER ASPECTS TO CONSIDER

A. RFP Overview

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 members if a joint venture, its employees, agents or sub-contractors of any tier 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 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 RFP solicitation shall agree to complete the work as outlined in the Scope of Services.

C. Term of Contract

Any contract awarded pursuant to this RFP solicitation shall be for 24 months, with the option of an extension for an additional twelve (12) months, and the additional extension for a 2nd additional twelve (12) months; at the discretion of the CCLBA and Treasurer. 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. Economic Sanctions

The undersigned, acting either individually or as a duly authorized representative of the 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 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.

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, January 27, 2016**. Written answers will be provided to all potential bidders via email by **5:00pm on Thursday, January 28, 2016**.

SUBMITTAL DUE DATE

Responses to this RFP are due by **3:00pm (local time) on Friday, February 5, 2016**. 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

- RFP Submittal Requirements Checklist
- Letter of Interest; should include the following:
 - List of equipment
 - Years of experience
 - Familiarity with vacant, abandoned, and foreclosed properties
- Certification Form Note – (See page 8 – Sign)
- Certificate of Good Standing for Corporation issued by Michigan Department of Licensing and Regulatory Affairs; or Certificate of Existence for Limited Liability Companies; 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*) – Complete entire proposal with capacity and area of preference questions answered.
- References & Description of Service Provided (*See Appendix D*)
- Non Collusion Affidavit (*Please complete and sign in front of Notary Public - Appendix E*)
- W-9 (*Appendix F*)

Respondent name: _____

Company name: _____

Date submitted: _____



APPENDIX A

Examples of Properties Currently Owned by the Calhoun County Land Bank Authority		
Address	Location	Structure/Vacant
601 Clinton N	Albion, MI	Structure
223 Cass St W	Albion, MI	Structure
319 Center St W	Albion, MI	Structure
610 Chestnut St W	Albion, MI	Vacant
1116 Terpenning St	Albion, MI	Vacant
1000 Industrial	Albion, MI	Structure
61 Rittenhouse Ave W	Battle Creek, MI	Vacant
60 Spring St	Battle Creek, MI	Vacant
45 Spring St	Battle Creek, MI	Vacant
226 Howland	Battle Creek, MI	Vacant
62 Euclid	Battle Creek, MI	Vacant
166 Calhoun	Battle Creek, MI	Structure
9 Saunders Ct	Battle Creek, MI	Structure
261 Parrish	Battle Creek, MI	Vacant
513 Wentworth	Battle Creek, MI	Garage Only
41 Blanch	Battle Creek, MI	Structure
30 Northside Dr E	Battle Creek, MI	Structure
319 Hamblin	Battle Creek, MI	Commercial Structure



APPENDIX B

Lawn Care Services – Mowing (Mowing/Mulching services would be provided every 3 weeks as needed. Brush hog and strip mowing would be performed only at the request of the Land Bank or Treasurer.)			
Location/Type of Property	Mowing/Leaf Mulching	Brush Hog & Clean Up	Strip Mowing (5' Strip Around Property)
Battle Creek (City Lot)	/per lot	/per lot	/per lot
Albion (City Lot)	/per lot	/per lot	/per lot
Marshall (City Lot)	/per lot	/per lot	/per lot
Springfield (City Lot)	/per lot	/per lot	/per lot
County Properties* < 1 Acre	/per lot	/per lot	/per lot
County Properties* > 1 Acre	/per lot	/per lot	/per lot

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

Please complete:

1. How many lots can be mowed per week by your company? _____
2. Specify if your company is interested in a specific geographic area _____



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:

Experience and Capacity

1. Experience in providing mowing & lawn care 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

2. Capacity to provide mowing & lawn cares services on a weekly basis.

Demonstrated capacity to mow up to 40 properties per week.	5 Points
Demonstrated capacity to mow more than 60 properties per week.	10 Points

3. Pricing Proposal

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

4. Local Preference

Principal Business Office Location within Calhoun County, MI	10 Points
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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



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 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

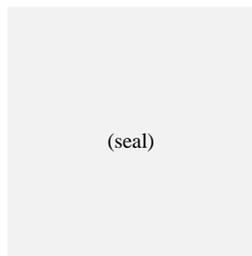
Printed Name

Title

Company

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

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



_____, Notary Public
Acting in _____ County, Michigan
My Commission Expires: _____, 20__



APPENDIX F – W-9

Form W-9 (Rev. January 2011) Department of the Treasury Internal Revenue Service	<h3 style="margin:0;">Request for Taxpayer Identification Number and Certification</h3>	Give Form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		
Part I Taxpayer Identification Number (TIN)		
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.		
Social security number		
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.		
Employer identification number		
Part II Certification		
Under penalties of perjury, I certify that:		
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and		
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and		
3. I am a U.S. citizen or other U.S. person (defined below).		
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.		
Sign Here	Signature of U.S. person ▶	Date ▶
General Instructions		
Section references are to the Internal Revenue Code unless otherwise noted.		
Purpose of Form		
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.		
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:		
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),		
2. Certify that you are not subject to backup withholding, or		
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.		
Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.		
Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:		
<ul style="list-style-type: none"> • An individual who is a U.S. citizen or U.S. resident alien, • A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, • An estate (other than a foreign estate), or • A domestic trust (as defined in Regulations section 301.7701-7). 		
Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.		

