

Calhoun County Land Bank Authority & Calhoun County Treasurer

Request for Proposals: Contracting Board, Secure, Trash Removal and Locksmith Services

RFP NUMBER: #09-CCLBA-2019

DATE ISSUED: October 21, 2019

DATE DUE: November 5, 2019; 3:00 PM (LOCAL TIME)

RFP will be opened publicly at this time in the Purchasing Department,
315 W. Green Street, Marshall, MI

PLEASE NOTE: *This RFP requires **selected** bidder to submit additional documents to CCLBA upon award of bid and prior to formal acceptance and contract execution. Please contact Amy Rose Robinson at arobinson@calhouncountymi.gov or see Post Award Requirement section below for details.*

Para una versión en Español, por favor llamar a Krista Trout-Edwards – 269-781-0777

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REQUEST FOR PROPOSALS: Contracting – Board, Secure, Trash Removal and Locksmith Services

BACKGROUND

This Request for Proposals (“RFP”) is being issued by the Calhoun County Land Bank Authority (CCLBA) and Calhoun County Treasurer (Treasurer) for Contracted Services for Boarding, Securing, Trash Removal and Locksmith services on property owned by the Treasurer and CCLBA.

The CCLBA invites the submission of proposals from companies with demonstrated experience and qualifications in this area and an interest in making their services available to the CCLBA and the Treasurer are invited to respond to this RFP.

IMPORTANT DATES

RFP Issue Date: October 21, 2019

Questions Due: Tuesday, October 29, 2019, at 5:00pm

Answers Available: Wednesday, October 30, 2019 at 5:00pm

Proposal Due Date: Tuesday, November 5, 2019 at 3:00pm

Tentative Award Date: December 2, 2019

Contract to commence: January 1, 2020

SCOPE OF WORK

The CCLBA and Treasurer invite the submission of proposals for boarding, securing, trash removal and locksmith 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 and windows, removing trash and other debris and installing/removing locks from properties and other miscellaneous services as need to ensure properties are safe and secure. 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. A full scope of work can be found in *Appendix A*.

The CCLBA own several properties, primarily in Battle Creek and Albion yet are throughout Calhoun County. The Treasurer will foreclose on additional properties throughout the county on April 1 of each year; examples of current CCLBA properties are included in *Appendix A*. The CCLBA and the Treasurer would require boarding and securing services, which could include boarding open windows and doors, removing trash and debris, and locksmith services 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 Customer Service/Foreclosure Manager for the Treasurer’s office. 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. In some cases, contractor may have to meet local police departments at properties prior to securing.

Term of Contract

Any contract awarded pursuant to this RFP solicitation shall be for a contract period of twenty-four (24) months, with the possibility of an extension for an additional three (3) twelve (12) month periods, at the discretion of the CCLBA and Treasurer. The CCLBA and Treasurer may hire more than one contractor.

Proposals shall be guaranteed for a period of twenty-four (24) months with possibility to renew for three (3) additional twelve (12) month periods. Review of the contract and interest in renewal notification must be given by December 1, 2021 and be approved by CCLBA and Treasurer. Prices shall remain the same during the extended term.

WRITTEN REPORTS: 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 Customer Service & Foreclosure Manager for the Treasurer’s office.

INTERESTED BIDDERS: Interested bidders MUST REGISTER their company and intent to bid on this RFP at the Calhoun County website: <http://www.calhouncountymi.gov/vendors/registration>. A copy of the questions and answers associated with this RFP will be sent out per the Calhoun County’s online registration database. If you have any questions, you can contact Property & Project Coordinator, Amy Rose Robinson arobinson@calhouncountymi.gov.

RFP SUBMITTAL REQUIREMENTS

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 and email address.
2. A brief summary of the qualifications of the Respondent and employees.
3. Point of contact for this contract, if different from Respondent.

Main Proposal

Please provide the following information:

- Years of experience providing boarding, securing, trash removal and locksmith processes;
- Familiarity with vacant, abandoned, and foreclosed properties;
- Experience with the [Battle Creek Code of Ordinances, Section 1456.07](#);
- Professional Affiliation; and
- Certification (if applicable).

Document Requirements

These documents must be submitted along with your proposal:



1. Certificate of Good Standing for Corporations Companies issued by the Michigan Secretary of State; OR one of the following:
 - a. Certificate of Existence for Limited Liability Companies issued by the Michigan Secretary of State; or
 - b. Certificate of Good Standing or Certificate of Existence for Joint Ventures; or
 - c. “Doing Business As” documentation and certificates for all other types of businesses.
2. Evidence of Insurance:
 - a. Commercial General Liability with limits not less than \$500,000;
 - b. Workers Compensation and Employers Liability with limits not less than \$500,000; and
 - c. Automobile Liability with limits not less than \$500,000 per occurrence.

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. References – Three references including contact person, phone number, email address and type of services provided. (Appendix C)
5. Non Collusion Affidavit (Appendix D)
6. Certification Form Note (Page 8)

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.

EVALUATION 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 E):

- Years of Experience providing boarding, securing, trash removal and locksmith 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

The CCLBA reserves the right to change the scope of the project based on available funding or other needs during the term of the contract; it is possible that due to timing or limited funding not all parts of the project will be executed.

The CCLBA reserves the right to select the Contractor that best meets its 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 to 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. The CCLBA may select more than one service provider from the proposals submitted to obtain the most qualified firm(s) or individual(s) for services in order to ensure timely completion of the requested services.

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 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 RFP.

Nothing in this RFP 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 RFP 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 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 for any costs, expenses or fees related to this RFP or responding to it. All supporting documentation submitted in response to this bid will become the property of the CCLBA. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known; however, submissions 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 at www.calhouncountymi.gov or through the Calhoun County Purchasing Department at 315 W Green Street, Marshall, MI 49068, or via phone at 269-781-0981.

C. 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.

D. **All work shall confirm to the following Federal and State requirements where applicable:**



24 CFR 570.061 – Equal Opportunity and Fair Housing
24 CFR 570.602 – Affirmative Marketing
24 CFR 570.609 – Debarred, Ineligible or Suspended Contractors
24 CFR 570.611 – Conflict of Interest
24 CFR 85.36 – Procurement
Executive Order 11246

SELECTION PROCESS

The Selection Committee comprised of the CCLBA staff, and Calhoun County Purchasing Department staff will review qualifications in accordance with the objectives and policies. Submissions 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 vendor whose proposal received the most points in accordance with criteria set forth in the RFP. In addition, proof of general liability, workers' compensation and automobile insurance must be submitted by the successful bidder prior to the finalization of the contract.

QUESTIONS

Written questions must be submitted via email to arobinson@calhouncountymi.gov by **5:00pm Monday, March 11, 2019**. Written answers will be provided to all potential applicants via email and posted on the Calhoun County website (www.calhouncountymi.org) by **5:00pm Tuesday, March 12, 2019**.

SUBMITTAL DUE DATE

Responses to this RFP are due by 3:00pm (local time) on Tuesday, November 5, 2019. The prevailing clock shall be www.time.gov. **Three (3) unbound hard copies** of the proposal response are required (**do not include a copy of this proposal with submission**). Submission must be delivered in sealed envelope labeled on the exterior with the following: proposal number, proposal name, proposal due date and time, and your firm's name. Submissions are to be delivered to:

Calhoun County Purchasing Department
ATTN: Leslie Obrig
3rd Floor
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 CCLBA is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

(Name of Respondent)

(Signature of Authorized Representative)

(Typed Name of Authorized Representative)

(Title)

RFP SUBMITTAL REQUIREMENTS CHECKLIST

- RFP Submittal Requirements Checklist (this page)
- Certification Form Note
- Letter of Interest
- Main Proposal
- Certificate of Good Standings
- Evidence of Insurance
- Pricing Proposal (Appendix B)
- References (Appendix C)
- Non Collusion (Appendix D)

Respondent name: _____

Company name: _____

Date submitted: _____

DUNS# _____



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
129, 129.5, 131 Superior St N	Albion, MI	Structure
1615 Michigan Ave E	Albion, MI (Sheridan Twp)	Structure
80 South Ave	Battle Creek, MI	Structure
64 Oaklawn Ave	Battle Creek, MI	Structure
26 Fremont St	Battle Creek, MI	Structure
68/70 Frelinghuysen	Battle Creek, MI	Structure
111 Greenwood Ave	Battle Creek, MI	Structure
53 High St	Battle Creek, MI	Structure
122 North St	Battle Creek, MI	Structure

Appendix B – Pricing proposal

Please 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 Trash Removal 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
Out-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.		

Locksmith Services		
Location/Type of Property	Changing, Picking, Securing Locks & Occasionally Securing Doors or Windows (not boarding)	
Battle Creek	/per hour per employee	
Albion	/per hour per employee	
Marshall	/per hour per employee	
Springfield	/per hour per employee	
Out-County Properties*	/per hour per employee	
Other Costs?	Knob Locks \$ _____ Hasps \$ _____ Padlocks \$ _____ Concealer Locks \$ _____	
How many employees do you normally send to the job site?		

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



Appendix C - 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 D – 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

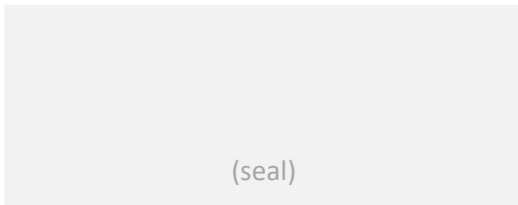
Printed Name

Title

Company

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

Subscribed and sworn to before me on _____, 20__ in _____ County, Michigan.



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

APPENDIX E – Evaluation and Scoring

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:

1. Experience in providing **boarding and securing** services

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

2. Experience in providing **trash removal** services

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

3. Experience in providing **locksmith** services

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

4. Pricing Proposal

Lowest bid amount (by jurisdiction)	50 Points
Next lowest bid amount (by jurisdiction)	40 Points
Each additional lowest bid amount will be reduced by 10 points	

5. Local Preference

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

6. Familiarity with tax-foreclosed and vacant properties

More than two (2) years of experience providing services to abandoned (includes tax & mortgage foreclosures) or government owned properties	10 Points
One (1) to Two (2) years of experience providing services to abandoned (includes tax & mortgage foreclosures) or government owned properties	5 Points

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

Evidence of more than three (3) years' experience boarding and securing in Battle Creek (only applicable to this jurisdiction)	5 Points
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8. Professional Affiliation, if applicable

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