



Request for Proposals Vacant Property Maintenance

Questions may be directed to:
Reality Rojas
Operations Coordinator
Reality.Rojas@kalamazoolandbank.org
(269) 216-9681

Responses Due:

Friday, October 2, 2020 by 4 pm EST

Your quote may be mailed or delivered to:
Kalamazoo County Land Bank
1523 Riverview Dr, Ste A
Kalamazoo, MI 49004

Or may be submitted by email to: Reality.Rojas@kalamazoolandbank.org

Introduction

This RFP is being issued by the Kalamazoo County Land Bank Authority to solicit proposals for vacant property maintenance. These services may be requested in any part of Kalamazoo County.

The Land Bank may award this RFP to multiple contractors, splitting out the services, awarding multiple categories to one contractor, or awarding contracts in one category to multiple contractors. Contracts are to be for one year, with the option to extend for two one-year periods, if so desired by both parties. A contract for a service does not guarantee that the vendor will receive any or all work of this nature as needed by the awarding entities. Specifications regarding each of the categories are included in this RFP.

Companies with demonstrated experience in these areas are invited to respond to this RFP. The Land Bank encourages participation by MBE/WBE and low-income businesses. Nothing in this RFP shall be construed to create any legal obligation on the part of the Land Bank, or any respondents. The Land Bank reserves the right, 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 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 RFQ or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from the Land Bank 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. Respondents may withdraw their interest in the RFP, in writing, at any point in time. This RFP follows Procurement Policies, as approved by the Land Bank board of directors. Please visit www.KalamazooLandBank.org to view these policies.

Any questions regarding the policies or this RFP may be addressed to the Land Bank Communications Manager at the email listed above.

Term of Contract

Contracts awarded under this RFP shall be for a period of three years, with the option to extend for up to two, one-year periods. The two one-year contract extensions may include the lesser of 3% or the annual change in the consumer price index for services, as published by the Bureau of Labor Statistics.

Vacant Property Maintenance

The Land Bank is soliciting quotes for property clean out and clean-up of vacant lots, and board-ups of vacant properties. These quotes shall be on a time and materials basis. These jobs will be on an as-requested basis at the request of the Land Bank. Use of machinery for any maintenance work must be pre-approved by the requesting entity. Any trash dumping will be charged at cost and receipts from the transfer or dump station must be submitted along with the invoice for the work. The following are examples of work commonly requested, but is not all-inclusive.

- Clean-out of vacant properties, including removal of trash and debris from site either by hauling away or by throwing in rented dumpster
- Hauling dumped tires, furniture or other large debris items to dump or recycler

- Installing hasp and padlock on doors
- Clean-up of vacant land, including weed whacking and removal of brush, trash, and debris from property
- Board-up of vacant properties to prevent casual entry

Assignment and Reporting of Work

Assignment and reporting of work will utilize Internet link to a common third-party database and application - ePropertyPlus©. Contractor must agree to install operational link to their computer system and training of staff to utilize the application. Training and system requirements are minimal.

Proposal Requirements

Please provide the following along with quote:

1. Pricing schedule using form provided in this document.
2. Years of experience and detailed qualifications in performing the services quoting. Please provide number of full-time, part-time, and seasonal employees relating to services quoted. Include independent contractors, if applicable. Include at least three references for services quoted, including contact information.
3. A description of services to be sub-contracted, if any.
4. Evidence of current liability, workers comp, and automotive insurance. Insurance must meet the minimum requirements of the Land Bank's purchasing policies to be considered for award: \$1,000,000 for general liability, \$500,000 for worker's comp, and \$500,000 automotive.

Scoring Criteria (100 point maximum)

1. Pricing schedule – up to 60 points
2. Years of relevant experience – up to 20 points
3. References – up to 20 points

**KALAMAZOO COUNTY LAND BANK VACANT PROPERTY MAINTENANCE RFP
PRICING SCHEDULE**

VACANT PROPERTY MAINTENANCE

Labor \$ _____/hour

This is the hourly rate to perform the work shown in the specs, for a labor and materials contract.