



February 10, 2026

**GENESEE COUNTY LAND BANK REQUEST FOR APPLICATIONS FOR HOUSING RENOVATION
CONTRACTOR PRE-QUALIFICATION**

Applications will be received by the Genesee County Land Bank Authority (GCLBA), 452 S. Saginaw, 2nd Floor, Flint, MI 48502, from eligible firms for the purpose of receiving bid opportunities and possible contract awards for residential rehabilitation and related environmental compliance.

Each applicant is responsible for becoming pre-qualified prior to submitting bids or proposals for projects issued on parcels within Genesee County and designated by the GCLBA.

This request for applications is to qualify bidders based on minimum qualification criteria. While your company may meet minimum qualification requirements to be able to submit bids in response to GCLBA procurements, GCLBA's housing renovation program is primarily grant funded and different funds come with different requirements that may be in addition to minimum qualification requirements. Please be sure to thoroughly review each bid before submitting a response to ensure your company meets any additional funding specific requirements beyond the minimum qualifications. A good example of such a requirement is registration with www.sam.gov. While not required for pre-qualification, it is a requirement for prime contractors that work with federal funding such as Community Development Block Grants and Michigan State Housing Development Authority funding. All procurement is conducted in accordance with the policies and requirements included in the GCLBA Invitation for Bids (IFB) and/or Request for Proposals (RFP). Copies of IFBs and RFPs are on file and available for inspection at the Genesee County Land Bank or on the Land Bank website at: www.thelandbank.org.

If you review these documents and find that maybe your company does not meet the qualification requirements, there may still be subcontracting and networking opportunities for your company. GCLBA may include your company information in a listing of companies that can be provided to prime contractors and other organizations seeking services. Please note that such lists are provided for reference only and do not represent an endorsement of any company or individual that may appear on

such a list. To be added to a list of firms seeking to be potential subcontractors, please confirm your interest in being added via email. You must include the following information to be added to such a list:

Business Name; Contact Name; Phone; Email; Address; A description of your Industry/Services

You should also indicate whether your company qualifies as Minority-owned (MBE), Woman-owned (WBE), or an otherwise Disadvantaged Business Enterprise (DBE). GCLBA may offer preference in contracting to bidders that qualify as one of these business enterprises or incorporates such businesses into their contracts with GCLBA. You can find more information on our website about qualifying as a Woman, Minority, or Disadvantaged business enterprise. We have also provided resources to help identify such firms for potential incorporation into proposals.

In an effort to ensure as many firms as possible are aware of opportunities under which they may seek to subcontract with a pre-qualified firm, GCLBA may include firms that are not pre-qualified in emailed notifications of IFBs/RFPs. Being included in email notifications of bidding opportunities does not mean that you are pre-qualified to submit bid responses.

Questions regarding this request for applications should be directed to rehab@thelandbank.org

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REQUEST FOR APPLICATION

SECTION 1: PURPOSE

The Genesee County Land Bank (GCLBA) is seeking to minimally qualify firms to perform residential rehabilitation and related environmental compliance on selected single-family homes within Genesee County. **Only firms/contractors that are on the GCLBA's Bidders List can respond to Requests For Proposals and Invitations For Bid (RFP/IFB) issued by the GCLBA for residential rehabilitation services.**

Companies added to the GCLBA's Bidder's List shall have the capability to perform any possible future contract and the integrity and reliability to assure good faith performance. This requirement includes the availability of the appropriate financial, material, equipment, facility, personnel, ability, expertise and experience necessary to meet all contractual requirements.

Potential bidders must complete a Prequalification Packet for the services that they are licensed and/or certified to perform. These documents must be submitted, reviewed, and approved before GCLBA will review submitted proposals for potential contract award.

SECTION 2: SUMMARY OF WORK/SCOPE OF WORK

Scopes of work are detailed in each Invitation for Bids/Requests for Proposals. Genesee County Land Bank housing renovation scopes are currently for code-compliant, energy-efficient, and health-safe rehabilitation of single-family homes, including:

- **Interiors:** Framing, drywall, finish carpentry, flooring, kitchens, and baths;
- **Mechanical, Electrical & Plumbing (MEP):** Electrical, plumbing, HVAC, water heaters;
- **Building Envelope:** Roofing, siding, masonry, windows/doors, insulation, and air sealing;
- **Site Work:** Minor grading, walks/steps, porches, decks, and accessibility improvements;
- **Environmental & Health:** Lead-safe work practices, asbestos coordination, moisture/mold remediation, radon mitigation; and
- **Performance:** Energy code compliance, blower door testing, and duct leakage testing.

GCLBA's housing renovation projects are primarily grant funded and different funds come with different requirements that may be in addition to minimum qualification requirements. Please be sure to thoroughly review each bid before submitting a response to ensure your company meets any additional funding specific requirements beyond the minimum qualifications. A good example of such a requirement is registration with www.sam.gov. While not required for pre-qualification, it is a requirement for prime contractors that work with federal funding such as Community Development Block Grants and Michigan State Housing Development Authority funding. All procurement is conducted in accordance with the policies and requirements included in the GCLBA Invitation for Bids (IFB) and/or

Request for Proposals (RFP). Copies of IFBs and RFPs are on file and available for inspection at the Genesee County Land Bank or on the Land Bank website at: www.thelandbank.org.

SECTION 3: INSTRUCTIONS TO APPLICANTS

1. **Submission Method:** Submit one electronic copy including a signature on the Signature Page of the person authorized to make binding offers. All applications become the property of the Genesee County Land Bank Authority (GCLBA).
2. **Communications:** Direct all communications regarding this RFQ to rehab@thelandbank.org. GCLBA staff will not respond to inquiries via any other channels. All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to this Application, shall be made by and through the contact referenced in this solicitation.
3. **Procurement Process:** The GCLBA Standard Terms and Conditions as defined in the Procurement Process for State and Federal Grants document (Appendix 2) are an integral part of the bidding process. Applicants that are successfully pre-qualified to submit responses to bidding opportunities are assumed to have read, understood, and accepted these Standard Terms and Conditions.
4. **Insurance:** The GCLBA requires a signed Bidders Insurance Checklist with each application, bid and proposal submitted. Insurance coverage required per the specifications governing work must be provided prior to any contract starting date and kept in full effect and compliance during the entire contract period. GCLBA must be listed as additionally insured. Failure to comply with these provisions will cause termination of the contract.
5. **Addenda:** Prospective bidders shall be responsible for routinely checking the Genesee County Land Bank website at <http://www.thelandbank.org> for issued addendum and other relevant information. GCLBA shall not be responsible for the failure of a prospective bidder to obtain addenda and other information issued at any time related to this Request for Applications or any Invitation for Bids or Request for Proposals.
6. **Indemnification:** The contractor agrees to be responsible for any loss or damage to property or persons due to the performance of services described in IFBs/RFPs and if contracted, further agree to protect and defend the Genesee County Land Bank Authority against all claims or demands whatsoever, and to hold the Genesee County Land Bank Authority harmless from any loss or damage resulting therefrom.
7. **Application Validity:** Applications remain valid for three (3) months. GCLBA may require resubmittal thereafter.

SECTION 4: SUBMITTAL REQUIREMENTS

A. Letter of Interest

Please submit a Cover Letter of Interest on your company's letterhead signed by a duly authorized officer or representative of the Applicant, not to exceed two (2) 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 Applicant and team and the types/scopes of work your company is qualified to perform. Please ensure you are including information for Genesee County Land Bank Authority (GCLBA) to assess your qualifications in regard to the Minimum Qualifications set forth in this Request for Applications.
3. Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).
4. The names and business addresses of all Principals of the Applicant. For purposes of this application "Principals" shall mean persons possessing an ownership interest in the Applicant. If the Applicant is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization's approval rights, if any, over the activities of the Applicant/ bidder.

B. Additional Information Required in Written Narrative

1. Describe your company's experience and capacity to do the work you are applying to do. Include the number of employees you keep on staff. List of projects your company is currently committed to and briefly explain whether you regularly experience conflict in scheduling work under multiple contracts. Explain how you would resolve a conflict should one arise between a Genesee County Land Bank Authority (GCLBA) contract if one were awarded and other active projects to which your company may be committed.
2. Describe your familiarity with the GCLBA and basic understanding of programs (see www.thelandbank.org for more information) including previous experience with other Land Banks.
3. Describe the qualification of project staff that would be assigned to potential GCLBA contracts, including:
 - a. Relevant professional and educational experience (e.g., Residential Builder/M&A; EPA RRP; asbestos awareness; OSHA 10/30).
 - b. Identification of specific staff individuals with experience managing residential rehabilitation projects.

4. Describe the type of subcontractors that may be utilized under potential GCLBA contracts, including:
 - a. What scopes would you use subcontractors to fulfill?
 - b. Describe the process you will use to vet potential subcontractors to ensure that they are qualified to complete the work for which they are subcontracted
 - c. If applicable to scope of work you plan to complete, describe the steps will you take to oversee environmental abatement work (staff or subcontractors) to ensure that the work is completed in compliance with all applicable state and federal regulations.
5. State the number of homes that can be rehabilitated concurrently, average project durations, and crew allocations.
6. Past projects will be reviewed to determine if the applicant has successfully completed projects similar in scope and scale. Applicant should provide narrative examples of three (3) projects within the last three years that are similar in scope and scale to your stated capacity. The narrative should be more detailed than information provided in Attachment B. Detail your company involvement in these projects including any difficulties encountered and how they were resolved.
7. MBE/WBE/DVBE inclusionary goal:

Applicant should state whether they are an MBE/WBE/DBE. If applicant qualifies, please provide a copy of a current MBE/WBE/DBE certification letter.

C. Additional Submittals

1. Utilize the provided Checklist to assist you in ensuring all required submittals are included in your application. Submit your completed Checklist with your application.
2. Provide an itemized list of the company's equipment (e.g., trucks, lifts, blower door, duct blaster, IR camera).
3. Please submit a detailed generic rehabilitation work plan covering sequence, QA/QC procedures, and safety for the scope of work you are interested in completing. Note that site specific information will be required with submittal of bids.
4. Please submit your company's Health and Safety Plan (HASP) and Lead-Safe Work Practices Plan maintained for compliance with local, state, and federal requirement.
5. Submittals demonstrating compliance as described in Minimum Qualifications of Construction Bidders in Appendix 2 to include Evidence of Financial Stability, Insurance, Bonding Capacity, licensing and certifications.
6. Submit all attachments included hereto:
 - A- GENESEE COUNTY LAND BANK BIDDER'S INSURANCE CHECKLIST**
 - B- LIST OF REFERENCES (3) RELATED TO SCOPE OF WORK FROM THE LAST 5 YEARS**

- C- SIGNATURE PAGE
- D- CAPACITY & EXPERIENCE
- E- CERTIFICATION FORM OF BUSINESS ENTERPRISE
- F- CONFLICT OF INTEREST STATEMENT
- G- DEBARMENT AND SUSPENSION STATEMENT

Applicants must include all applicable attachments. Missing or incomplete attachments may result in disqualification.

SECTION 5: PREQUALIFICATION EVALUATION CRITERIA

Genesee County Land Bank Authority (GCLBA) will review applications and qualifications in accordance with the minimum qualifications and submittal requirements set forth in this application and the objectives and policies of the GCLBA housing renovation project.

Applications and supporting documentation must be submitted for review and approved before GCLBA will review a submitted response to any request for proposals issued by the GCLBA. All applicants that meet the minimum qualification will be added to the GCLBA Bidder's List. Only firms/contractors that are on the GCLBA Bidder's List can respond to RFP's issued by the GCLBA.

If an applicant does not convince GCLBA that it possesses the minimum qualifications with the application, GCLBA shall deem the applicant not qualified and the applicant will not be added to the Bidder's List or considered for contract award as applicable.

QUESTIONS

Questions regarding pre-qualification should be submitted in writing via email to rehab@thelandbank.org. Responses will come from GCLBA staff.

SUBMITTAL OF APPLICATION

Responses to this Request for Applications should be delivered electronically to rehab@thelandbank.org. GCLBA staff will respond to confirm receipt and confirm contacts that applicant may expect to correspond with regarding application. If you do not receive confirmation of receipt, please call Jonathon Mateen, 810-257-3088 ext. 523 to verify receipt or coordinate alternative submittal method as necessary.

BIDDER'S LIST PRE-QUALIFICATION APPLICATION CHECKLIST

Yes/No/ Expiration	MINIMUM QUALIFICATION AND SUBMITTAL REQUIREMENTS – Include all documentation
	Submittal Format followed
	Letter of Interest with required information as defined in Section 4(A): 1 / 2 / 3 / 4
	Written Narrative with Required Additional Information as defined in Section 4(B): 1 / 2 / 3A / 3B / 4A / 4B / 4C / 5 / 6 / 7
	Bidder's List Pre-qualification Application Checklist
	Itemized List of Company's Equipment
	Detailed generic Work Plan for scope of interest
	Company's Health and Safety Plan and Lead-Safe Work Practices Plan
	Evidence of Financial Stability
	Attachment A- Evidence of Insurance
	<u>Current</u> Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (Must be incorporated for at least 3 years)
	Attachment B- References – Documented with contact information. References should be related to the scope of work and must be recent, with projects completed in the past 3 years.
	Attachment C- Signature Page
	Attachment D- Capacity and Experience: -- Bidders must have a minimum of 3 years relevant and proven experience providing professional licensed residential rehabilitation services.
	Attachment E- Certification Form of Business Enterprise & Supporting Documentation
	Attachment F- Conflict of Interest Statement & Supporting Documentation
	Attachment G- Debarment and Suspension Statement & Supporting Documentation
	Michigan Builders License or MA license (must be in Company Name) <ul style="list-style-type: none"> ○ Issued to: _____ ○ Qualifying Officer: _____
	Articles of Incorporation

	Completed IRS form W-9
	Any other State License and/or Certification that is deemed necessary or applicable and is relevant to work completed within Genesee County. Ex: Sam.gov registration.

ATTACHMENT A: GENESEE COUNTY LAND BANK BIDDER'S INSURANCE CHECKLIST

Coverages Required	Limits (Figures denote minimums)
<u>X</u> 1. Workers' Compensation	Statutory limits of Michigan
<u>X</u> 2. Employers Liability	\$100,000 accident/disease \$500,000 policy limit, disease Including Premises/operations
<u>X</u> 3. General Liability	\$1,000,000 per occurrence with \$2,000,000 aggregate \$1,000,000 including errors & omissions
<u> </u> 4. Professional liability	\$200,000 per occurrence \$600,000 in aggregate for Medical Malpractice
<u>X</u> 5. Products/Completed operations	\$1,000,000 per occurrence with \$2,000,000 aggregate
<u>X</u> 6. Contractual liability	\$1,000,000 general aggregate (gen. agg.) Excess Policy with limits at least
<u> </u> 7. Explosion, Collapse, Subsidence	\$2,000,000
<u>X</u> 8. Automobile liability Owned, hired, nonowned	\$1,000,000 combined single limit each accident-Owned, hired, nonowned
<u> </u> 9. Pollution Liability for contracts involving removal and disposal of waste or storage tanks	\$1,000,000 per loss \$1,000,000 aggregate
<u> </u> 10. Authority's and Contractors Protective	
<u>X</u> 11. Genesee County named as an additional insured on other than workers' compensation via endorsement. A copy of the endorsement must be included with the certificate. Cancellation notice is to read:	
<u>X</u> 12. Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will mail 30 days written notice to the certificate holder named to the left or 10 day notice for non-payment of premium.	
<u>X</u> 13. The certificate must state bid number and title	

A copy of the insurance certificate with the Genesee County Land Bank listed as a certificate holder is required and must be attachment to the response to this proposal.

Bidder's Statement

I understand the insurance requirements and will comply in full if awarded the contract.

Bidder

Signature

ATTACHMENT B: LIST OF REFERENCES (3) RELATED TO SCOPE OF WORK FROM THE LAST 3 YEARS

Reference #1:

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____ Project Timeline (Dates): _____

Type of Project: _____

Budget: _____

Reference #2:

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____ Project Timeline (Dates): _____

Type of Project: _____

Budget: _____

Reference #3:

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____ Project Timeline (Dates): _____

Type of Project: _____

Budget: _____

ATTACHMENT D: CAPACITY & EXPERIENCE

Company Name: _____

Statement of Experience

Years of Company Experience: _____

Years of Individual Experience: _____

List staff that will be committed to GCLBA projects, staff qualifications, and staff experience. Include relevant professional and educational experience (provide documentation on attached sheet)

Demonstration of Capacity

Weekly rehabilitation capacity based on the scope of work your company is licensed to perform:

Number of employees: _____

Subcontractor(s): Please note that each firm that becomes pre-qualified does so on the basis of their own qualifications and experience. Firms are not pre-qualified with specific subcontractors. GCLBA is interested in the scopes your firm may subcontract, but is not qualifying firms relying on subcontractors to meet requirements. Any Contractor utilizing a subcontractor to achieve any of the work outlined in the scope of work is required to provide proof of appropriate certifications and insurances along with the prime contractor's request for subcontractor approval in relation to specific bids/contracts. Contractors are expected to manage their subcontractor(s) to fulfill the indicated scope. Contractor(s) will be held responsible for all work performed by their subcontractor(s). If your firm consistently subcontracts some portion of the scope of work, be sure to describe your process for vetting and overseeing subcontracted work so GCLBA can assess your experience with implementation. You will want to list firms you have subcontracted with in the past so that GCLBA can review these projects and verify your firm's experience in subcontracting and oversight.

Please provide this detail if applicable in your narrative.

Does Contractor have any OSHA/MIOSHA active, open inspections or investigations, or OSHA/MIOSHA violations or fines in the past three (3) years? If yes, please give dates, describe visit or incident and any changes to your policies and procedures. Use additional sheets as necessary.

Describe process for permit and inspection management (building/electrical/plumbing/mechanical)

Testing partners for blower door, duct leakage, radon, lead dust wipes, etc., as applicable.

Moisture management and cleanliness protocols.

I certify that I have the necessary equipment and staffing available in order to complete the Scope of Work for _____.

Signed this _____ day of _____, _____

(Name of Contractor/ Authorized Representative)

(Signature of Contractor /Authorized Representative)

(Contractor Address)

(Phone)

(Email)

ATTACHMENT E: CERTIFICATION FORM OF BUSINESS ENTERPRISE

Company Name: _____

Business Enterprise Status (Check all that apply):

MBE _____ WBE _____ SBE _____ LBE _____ DVBE _____ OBE _____

Ethnicity of Owner (s) (Check all that apply):

White _____ Black _____ Hispanic _____ Asian _____ Native American _____

I undersigned, certify the above information to be accurate and is satisfied that the above company meets the requirements for self-certification as an MBE, WBE, SBE, LBE, DVBE, and/or OBE.

Signed this _____ day of _____, _____

Contractor Name (please print)

Contractor Signature

Explanation of Business Enterprise Status

A Minority Business Enterprise (MBE) is a business entity which is at least 51% owned by one or more minorities who are citizens or lawful permanent residents of the United States and a member of a recognized ethnic or racial group.

A Women Business Enterprise (WBE) is a business entity at least 51% owned by one or more women who are citizens or lawful permanent residents of the United States.

An Other Business Enterprise (OBE) is any business which does not otherwise qualify as a Minority or Women Business Enterprise.

A Small Business Enterprise (SBE) is an independently owned and operated business; with 50 or fewer employees and net profits of 100,000 or less.

A Local Business Enterprise (LBE) is a business entity whose principal place of business is located within the boundaries of Genesee County.

A Disabled Veteran Business Enterprise (DVBE) is a business concern certified by the administering agency as meeting all of the following: 1) a veteran of the military, naval, or air service of the United States with a service-connected disability of at least 10 percent, and who is also a resident of California, 2) one or more disabled veterans own 51% percent of the firm, 3) the management and control of the daily business operations are by one or more disabled veterans, and 4) it is a sole proprietorship corporation or partnership with its home office located in the United States and is not a subsidiary of a foreign firm.

ATTACHMENT F: CONFLICT OF INTEREST / NON-COLLUSION AFFIDAVIT

I, _____ of _____
(Name of Authorized Representative) (Name of Company/Firm)

State that:

1. I am authorized to make this affidavit on behalf of my firm, its owner, directors and officers. I am the person responsible in my firm for the price(s) and the amount of bids.
2. This company, corporation, firm, partnership or individual is not working in collusion with any other provider.
3. _____, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
4. This company, corporation, firm, partnership or individual is fully aware that contracts are wholly or partially federally funded, and further, by submission of bids or proposal that the individual or form certifies that there is no conflict of interest with any public official, employee, agency, commission, or committee with the GCLBA.
5. _____ understands and acknowledges that the above representations are material and important, and will be relied on by the Genesee County Land Bank Authority in awarding accepting bids and awarding contract(s) for which purpose this application is submitted. I understand and my firm understands that misstatements in this affidavit is and shall be treated as fraudulent concealment from the Genesee County Land Bank Authority of the true facts relating to the submission bids and related contracts.

SIGNATURE SECTION

(Signature)

(Title)

(Company Name)

(Street / P. O. Box)

(Company Telephone Number)

(City)

(State) (Zip)

NOTARIZATION SECTION

Subscribed and sworn to before me this _____ Day of _____, 20____

Notary Public Signature

My Commission Expires:

ATTACHMENT G: DEBARMENT/SUSPENSION CERTIFICATION

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently or proposed to be debarred or suspended, declared ineligible, or voluntarily excluded from federal, state, or local (hereinafter "public") transactions;
2. Have not within a three year period preceding this Agreement been convicted of or had a civil judgment rendered against them for:
 - a. Fraud or commission of a criminal offence in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction,
 - b. Violation of federal or state antitrust laws, or
 - c. Embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Have not within the preceding three years had a public transaction terminated for cause or default; and
4. Are not presently indicted for or otherwise criminally or civilly charged by a public entity with commission of any of the offenses enumerated under the above.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award.

Name and Title of Authorized Representative

Name of Participant Agency or Firm

Signature of Authorized Representative

Date

I am unable to certify to the above statement. Attached is my explanation.

ADDITIONAL INFORMATION- LISTING OF APPENDICES

- 1. *GENESEE COUNTY LAND BANK AUTHORITY PROCUREMENT PROCESS FOR STATE & FEDERAL GRANTS***

Appendix 2- Genesee County Land Bank Authority Procurement Process for State & Federal Grants

The purpose of Procurement Regulations is to ensure that Genesee County Land Bank Authority (GCLBA) gets the highest quality of desired goods and services at the best price possible, for the fair and equitable treatment of all persons involved in public purchasing by GCLBA, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity. Further, regulations are aimed at streamlining the process of procurement while maintaining adequate controls. These procurement procedures apply to all staff involved in the procurement process and specifically target the procurement of awards of state and federal grants.

DEFINITIONS

Business: Any corporation, limited liability company, partnership, individual, sole proprietor, joint stock company, joint venture, or any other private legal entity offering or providing a product or service to Genesee County Land Bank.

Capital Equipment: An article costing more than \$3,000.00, with a useful life of more than one year, but excluding Information Technology.

Change Order: A written order issued by the Contract Administrator or the Grant Manager directing the contractor to make changes which are authorized by the Contract Administrator or Grant Manager.

Chief Financial Officer (CFO): The Chief Financial Officer for the GCLBA or individual temporarily acting in that capacity. The CFO will be consulted for clarification when there are questions or concerns related to procurement and is also authorized to approve payment requests on behalf of the agency.

Confidential Information: Any information which is available to any employee only because of the employee's status with GCLBA and is not a matter of public knowledge or available to the public on request.

Contract Amendment: Any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or any other provisions of any contract accomplished by the mutual action of the parties to the contract.

Construction: The process of building, altering, repairing, improving, or demolishing structures located in Genesee County Michigan.

Contract: All types of agreements, regardless of what they may be called, for the procurement of supplies, services, or construction.

Contractor: Any person or entity having a contract with Genesee County Land Bank.

Cost Analysis: The evaluation of cost data for the purpose of arriving at costs actually incurred or estimates of costs to be incurred, prices to be paid, and costs to be reimbursed.

Cost Data: Factual information concerning the cost of labor, material, overhead, and other cost elements which are expected to be incurred or which have been actually incurred by the contractor in performing the contract.

Executive Director: Executive Director for the GCLBA or individual temporarily acting in that capacity is authorized by the GCLBA Board of Directors to be responsible for the day-to-day operations, control, management, certification of expenditures and oversight of Land Bank functions.

Genesee County Business: Any corporation, limited liability company , partnership, individual, sole proprietor, joint stock company, joint venture, or any other private legal entity whose primary place of business is located within Genesee County, Michigan, and who has made a personal property tax filing with a city or township treasurer within Genesee County within the last 12 months, or who has paid a real property tax assessment to a city or township treasurer within Genesee County within the last 12 months.

Preferred Business: A Genesee County Business, a Business that is a Section 3 certified business, subcontracting thirty (30) percent or the contract total with a Section 3 certified Business, or Business employing Genesee County Section 3 certified workers.

Procurement: The buying, purchasing, renting, leasing, or otherwise acquiring of any supplies, services, or construction. It also includes all functions that pertain to obtaining of, or seeking to obtain, any supply, service, or construction, including description of requirements, selection and solicitation of sources, preparation and award of contracts, and all phases of contract administration.

Procurement by micro-purchases: Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold of \$3,000. To the extent practicable micro-purchases will be distributed equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if GCLBA considers the price to be reasonable.

Review Team: Employees and or relevant consultants designated to review bids in GCLBA purchasing matters.

Requests for Proposals/Invitation for Bids: All documents, whether attached or incorporated by reference, utilized for soliciting proposals.

Responsive Bidder or Offeror: A person, or entity, who has submitted a bid which conforms in all material respects to the requirements set forth in the invitation to bid and has the capabilities in all respects to perform fully the contract requirements, and the tenacity, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance.

COMPETITIVE SEALED BID PROCESS

The steps in the Competitive Sealed Bid process are:

1. **Preparation of the technical bid specifications**: The contract administrator will create the technical bid specifications. These specifications will include complete and accurate descriptions of materials, products, and services to be provided. The specifications will address any concerns identified during the environmental review (if required). The bid will include information on bidders' responsibilities as it relates to the disconnection of utilities, if required.
2. **Bid terms and conditions**: The contract administrator will create the terms and conditions of the bid. Unless otherwise stated, Standard Terms and Conditions, as defined herein, apply.
3. **Prevailing Wage (Davis-Bacon if applicable)**: As the GCLBA requires all contractors/bidders (not including sub-grantees) to follow the Genesee County Labor Standards and Genesee County Prevailing wage **rates**, a copy of the most recent wage rate decision for Genesee County as provided by Michigan Department of Licensing and Regulatory Affairs Wage and Hour Division is included in each Invitation for Bids/Request for Proposals. If the project has been determined to require Davis-Bacon wages, secure the applicable wage rate decision(s) and include them in the bid documents and construction contracts.
4. The **bid documents** will include, at a minimum, the following:
 - Technical specifications.
 - City, Township, County, **and/or** federal and state requirements, when applicable.
 - Funders/grant requirements.
 - Cost and pricing information.
 - Method of payment.
 - Advertisement for bid (as required by state law).
 - Bidders information specifying method of bidding, bid evaluation, and contract award.
 - Bid proposal form – including required financial statements
 - Bonding forms (bid, performance, and payment bonds), if applicable
 - Accord Certificate of Liability Insurance Certificate
 - Bonding and certification requirements and the place where plans and specifications are available for public review.
 - For Davis-Bacon projects, the current prevailing federal wage publication must be incorporated on the notice for all applicable procurement.

- The current prevailing wage publication for Genesee County, must be incorporated on the notice for all applicable procurement.
 - Require all bidders to submit a statement(s) of experience, integrity, reliability, capacity, facilities, equipment, and credit, proposed plans for performing the work, and equipment available.
 - Include the date, place and time fixed for opening bids.
5. **Solicitation:** Proposals must be solicited from at least three qualified sources to permit reasonable competition.
 6. **Publication:** RFP will be publicized at a minimum on GCLBA website. Additionally, RFPs will be published in a newspaper of general local circulation at least 14 days prior to bid due date. For Construction bids, those on the bidder's list will receive an email notification about the RFP (refer to Minimum Qualification Requirements).
 7. **Preparation of a Demolition and Abatement Contractor Bidder's List (Bidder's List):** GCLBA shall maintain a list of Demolition and Abatement contractors that meet the Minimum Qualification Requirements and remain eligible to respond to Invitations for Bids/Requests for Proposals. **All bids received during the bidding period will be logged** with the name of the bidder and the time and date of receipt. The sealed bids will be secured unopened in a safe place.
 8. **Demolition and Abatement Bidder Eligibility:** To remain on the Bidder's List, Demolition and Abatement Contractors are required to ensure that all bidder information, including documents, licenses and certifications on file with the GCLBA are current. Eligible Demolition and Abatement Contractors must register to receive the type of bids they are interested in (Residential Demolition and Abatement or Residential Demolition Only, Commercial Demolitions, Abatement Only, All Demolition) . For all bids they register to receive, Contractors must complete and submit the Certification Form Note (Attachment C of the bid). An annual review of Contractor files and response rates will be completed by the GCLBA at the beginning of each calendar year. If the bidder information described above is not updated annually and bidders do not submit the Certification Form Note in response to at least 70% of the bids issued within the calendar year that the bidder registered to receive, they will be notified and removed from the Bidder's List. Bidders may re-apply at any time to be added to the Bidder's List.
 9. **Bid Opening:** Bids will be opened and read publicly at the time and place designated in the Invitations for Bids/Request for Proposals. Notes of the meeting and sign-in sheet will be created to document the project, time, and date of the bid opening, and the bidders and bid amounts in the order they were opened. A bid tabulation sheet will be completed showing the name and bid price of each bidder, and whether the bid was responsive. Bids will be open to public inspection in accordance with applicable State law.

10. **Evaluation and Award:** All bids will be reviewed by a review team made up of at least three members. Only two of the three members may be within the chain of command of the other within the department. The review team will strive for consensus in scoring, however in the event an agreement cannot be reached, any disagreements on a particular scoring item will be resolved by the Executive Director or the CFO. This process shall be documented in the file.

All bids will be reviewed to determine if the bidder is a Responsive Bidder, as defined herein. Bidders will be evaluated on their ability to perform and other criteria specified in the bid documents. The review team will consider the integrity, experience, performance history, and capacity of the contractor to perform within the stated time period, as well as cost, when making the decision. The bid/contract will be awarded based on the evaluation process identified in the Request for Proposals (RFP). GCLBA reserves the right to reject any or all offers, to waive any informality or irregularity in any offer, and to negotiate with the apparent successful bidder(s) in the best interest of the GCLBA. Unless otherwise indicated in the Invitation for Bids/Request for Proposals, the Genesee County Land Bank reserves the right to award the contract in whole or in part, by item, by group of items, or by section where such action serves the best interests of the GCLBA.

Any contract resulting from an RFP will not necessarily be awarded to the vendor with the lowest price. Instead, the contract shall be awarded to the vendor whose proposal received the most points in accordance with criteria set forth in RFP. Regardless of notification of award, no contract shall be created until documents have been signed by both parties.

If the contract is not awarded to the most responsive bidder with the highest score, a detailed, written explanation will be prepared. The GCLBA may choose to enter into multiple contracts for the same scope of services to ensure that there is enough capacity to complete the work in a timely manner, as required by the funding sources identified.

Unsuccessful bidders will be promptly notified in writing. Once a contract has been signed, the GCLBA website where bids are posted shall be updated to reflect that the bid has been closed, the contractor to which the contract was awarded, and the dollar amount for which the contract was signed.

11. **Discussion with Responsive Bidders and Revisions to Bids:** Discussions may be conducted with responsive bidders who submit responses determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. If provided in the RFP, revisions of offers may be permitted after submissions and prior to award for the purpose of obtaining Best and Final offers.
12. **Cancellation/ Rejection of Bids** The Invitation for Bids/Request for Proposals may be canceled by GCLBA at any time for any reason. Any bids received may be rejected in whole or in part when in the best interests of the GCLBA.
13. **Receipt of Bids:** It is solely the responsibility of the bidder to assure the timely receipt of its bid at the location indicated in the bid announcement. **LATE BIDS WILL NOT BE CONSIDERED.**

14. **Withdrawal of Bid:** No proposal may be withdrawn for a period of thirty (30) days after submission. Proposals offering less than thirty (30) days for acceptance by the GCLBA from the date set for opening will be considered non-responsive and will be rejected.
15. **Amendments to the bid documents:** Revisions or change in scope of work, bid clarifications and wage rate decisions will be sent to all potential bidders who obtained the original bid documents and posted on the GCLBA website.

Non-Competitive and Sole Source Purchases

Competitive procurement should be used whenever possible. Non-competitive proposals may be used only when the competitive methods are not feasible; award files must document such a determination. This method shortens the procurement process; however, there must still be written bid specifications for construction and scope of services for professional service contracts.

Non-competitive negotiation may only be used in one of the following circumstances:

1. Public urgency will not permit a delay for competitive solicitation.
2. The item desired is available from only one source.
3. After solicitation of a number of sources, competition is determined inadequate.

Should GCLB seek to utilize sole source procurement at any time, it will first seek explicit written approval from the appropriate funder and stakeholders. Sole source procurement is only to be used sparingly and as a last resort and only after receiving the written approval of the CFO and Executive Director.

SMALL PURCHASES

Small purchase method is only to be used for services and supplies, not construction contracts except in the event that such a contract is sought to remedy a situation posing imminent risk to public health. In the event that an administrator is purchasing materials that will exceed \$30,000 they must use the sealed bid process.

Under the small purchases method, GCLBA staff will send a request for quotes to potential vendors with a detailed description of the goods or services needed. In return, they receive competitive written quotations from an adequate number of qualified sources.

Process for SERVICES under \$30,000

- Purchases will be approved by the CFO.
- Each quote should include pricing information that allows the GCLBA to compare costs across bidders and ensure cost reasonableness.
- At a minimum, three written quotes shall be reviewed from qualified, reasonable firms.

- Documentation of the quotes shall be maintained in the GCLBA's files.
- The award should be made to the lowest responsive source.
- If a firm is selected on a basis other than price, the reason for the selection must be well documented and maintained by the GCLBA.

Process for SUPPLIES & MATERIALS under \$30,000

When the small purchases method is used for procuring supplies and materials, the GCLBA may purchase on the open market or may invite formal quotes or informal quotes from no less than three vendors. A quotation form should be completed for either formal or informal price quote.

MICRO-PURCHASES

Process for SERVICES, SUPPLIES & MATERIALS under \$3,000 (micro-purchase)

- Purchases will be approved by the CFO.
- At a minimum, three quotes shall be obtained. They need not be solicited (e.g. advertisements made by a third party will be deemed an acceptable quote, though not specifically requested from the good or service provider); or
- Micro-purchases may be awarded without soliciting competitive quotations if the CFO considers the price to be reasonable. It is expected that a good faith effort will be made by GCLBA staff to obtain the lowest price for the good or service necessary.
- To the extent practicable, the GCLBA will distribute micro-purchases equitably among qualified suppliers.

STANDARD TERMS AND CONDITIONS

1. **Genesee County Land Bank (GCLBA) Request for Proposals:** All procurements are conducted in accordance with the policies and requirements included in the GCLBA Request for Proposals (refer to Competitive Bid Process). Copies of which are on file and available for inspection at the Genesee County Land Bank Authority, 452 S. Saginaw 2nd Floor, Flint, MI 48502 or on the GCLBA website at: www.thelandbank.org.
2. **Tax:** The GCLBA is a Public Body Corporate and therefore it is exempt from Federal Excise Tax and Michigan Sales Tax.
3. **Non-Discrimination:** The successful bidders(s)/Contractor(s) covenants that it will comply with the Elliot Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq.*, and all other federal, State and local fair employment practices and equal opportunity laws. The Contractor agrees that it shall not discriminate against an employee or applicant of employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex,

height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position, and that it will require the same non-discrimination assurances from any subcontractor who may be used to carry out duties described in this contract. Contractor covenants that it will not discriminate against businesses that are owned by women, minorities or persons with disabilities in providing work covered under a contract, and that it shall require the same assurances from subcontractors. Breach of agreement shall be regarded as a material breach under a contract.

4. **Performance Bond:** If a performance bond is required, the bond must be issued by a company authorized to do business in the State of Michigan and assigned to the GCLBA.
5. **Conflict of Interest:** Each bidder, by submitting a bid, represents that the bidder has no knowledge that any employee, representative or agent of the GCLBA who has directly or indirectly participated on behalf of the GCLBA in the contemplated procurement is acting in violation of MCL 15.322 or MCL 15.342.
6. **Inspection:** All goods are subject to inspection and testing. If goods are defective or fail to meet the bid specifications, the GCLBA shall have the right to reject the goods or to correct the defects. The contractor shall pay the GCLBA for expenses incurred in correcting defects. Rejected goods will be held for forty-five days after delivery awaiting instructions from the contractor. After the forty-five day period, GCLBA will dispose of the goods without further liability to the GCLBA. The contractor is responsible for the costs of handling, packing, and transportation incurred in returning or disposing of defective or non-conforming goods.
7. **Bidder's Representations:** Each bidder by submitting an application/ bid represents as follows:
 - a. That the applicant/ bidder has read and understood the application/ bidding documents and has applied/ bid in accordance therewith;
 - b. That the application/ bid has been submitted by a duly authorized owner, partner, or corporate officer;
 - c. That the application/ bid submitted has been prepared independently without collusion, agreement, understanding, or planned common course of action with any other supplier of the goods or services described in the Invitation for Bids, designed to limit independent bidding or competition.
8. **Independent Contractor:** Applicant/ bidder agrees that if awarded a contract, bidder shall be an independent contractor and not an employee of the GCLBA. The contractor shall secure at its own expense all personnel required in supplying goods or services under the awarded contract. All such personnel shall have no contractual relationship with the GCLBA and shall not be considered employees of the GCLBA.
9. **Evidence of Insurance:** The bidder must have Commercial General Liability with limits not less than: \$1,000,000 per occurrence with \$2,000,000 aggregate; Workers Compensation compliant with State of Michigan Statutory requirements; Automobile Liability for owned, hired, and non-owned autos of not less than \$1,000,000 combined single limit; and, Professional Liability with

limits not less than \$1,000,000 including errors & omissions. The bidder must also have Pollution Liability insurance for projects involving the removal and disposal of waste or storage tanks. Contractor shall maintain limits no less than \$1,000,000 per loss/\$1,000,000 aggregate. A certificate of insurance must be included with submission of qualifications. **(See Attachment A for Bidder's Insurance Checklist) GCLBA must be listed as an additional insured.**

Insurance Checklists vary from one solicitation to another due to distinct and different Scopes of Services. Each Checklist is labeled with a corresponding RFP Number and Title and therefore must be executed separately for each RFP/IFB/RFQ.

10. **Indemnification:** The successful bidder shall defend, indemnify and hold harmless GCLBA, and its respective directors, officers, employees, agents, sureties and servants, from and against all damages, liabilities, claims, suits demands, judgments and awards (including attorney fees and other expenses) on account of any damage to property or injury (including death) to persons (including any damage or injury) to the property or person of any employee of contractor, other subcontractor, or which may occur or be alleged to have occurred in connection with the performance of the work, whether or not GCLBA is alleged to be concurrently negligent; provided, however, contractor does not assume responsibility for liability to the proportional extent it arises from the active negligence of GCLBA.
11. **Warranty:** The bidder warrants that all goods and services furnished under a contract resulting from the Invitation for Bids/Request for Proposals shall be in conformance with the bid documents and that the goods are of merchantable quality as described in the Uniform Commercial Code, Section MLL 440.2314, and fit for the purpose for which they are sold. This warranty is in addition to any manufacturer's standard warranty which may apply or any warranty provided by law, and is in addition to all other express warranties made by the bidder.
12. **Applicable Law:** Any contract resulting from the Invitation for Bids shall be governed by the laws of the State of Michigan. Unless otherwise provided in the contract documents, the contractor shall secure and pay for all permits, fees, duties, licenses, inspections, and approvals necessary for the execution and completion of the contract. The contractor shall give all notices to comply with all laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the performance of the contract.
13. **Right to Inspect:** The GCLBA may, at reasonable times, inspect the place of business, or worksite of a contractor or subcontractor which is pertinent to the performance of a contract or potential contract.
14. **Right to Audit:** The GCLBA may at any reasonable times and places, audit the books and records of any contractor who has submitted cost or pricing data as a part of its proposal, to the extent that such books and records are pertinent to such cost or pricing data for a period of three years from the date of final payment under the contract, **or for a longer period, if required, to meet**

applicable grant auditing and recordkeeping requirements and regulations. The Genesee County Land Bank shall be entitled to audit the books and records of a contractor or subcontractor other than a firm fixed-price contract to the extent that such books and records are pertinent to the performance of such contract or subcontract. Such books and records shall be maintained by the contractor for a period of three years from the date of final payment under a prime contract and by the subcontractor for a period of three years from the date of final payment under a subcontract, **or for a longer period, if required, to meet applicable grant auditing and recordkeeping requirements and regulations.**

15. **Safety:** The GCLBA, as the owner or manager of the premises where the service or work is to be performed, or as the purchaser of goods received, requires that all applicable Michigan Occupational Health & Safety (MIOSHA) Rules and Regulations are followed by bidder's employees and that the goods meet the applicable safety regulation. All Center of Disease Control guidelines (CDC) incorporated by reference within the MIOSHA regulations must be followed.
16. **Labor Standards:** The GCLBA requires all contractors/bidders to follow the Genesee County Labor Standards and Genesee County Prevailing wage **rates**.
17. **Federal, State, and Local Regulations:** The GCLBA requires all contractors/bidders to comply with all codes, standards, regulations, and workers' safety rules that are administered by federal agencies (EPA, OSHA, and DOT), state agencies (MIOSHA, MDEQ, MDOT, and DCH), and any other or relevant local regulations and standards that may apply.
Bidders shall be responsible for compliance with the following additional requirements:
 - A. Bidder Certification Form Note
 - B. Bid Bond
 - C. Michigan Builders or M&A –Home Wrecking License
 - D. Michigan Accredited Asbestos Building Inspector Certification for Company
 - E. Michigan Accredited Asbestos Certification for Asbestos Supervisor
 - F. Michigan Accredited Asbestos Certification for workers
 - G. OSHA 40-hour Hazardous Waste Operations Certification (HAZWOPER)
 - H. OSHA 8-hour refresher HAZWHOPER Re-certification
 - I. Administrative Rules of Part 111, Hazardous Waste Management, of the NREPA, PA 451, 1994
 - J. Part 169, Scrap Tires, of the NREPA
 - K. Laboratory Certificate of Accreditation to ISO/IEC 17025:2005 in accordance with 40 CFR CH.1 (1-1-87 Edition), Part 763, Subpart F, Appendix A, pp.293-299.
 - L. Compliance with MIOSHA Part 602 Asbestos Standards for Construction (as amended June 5, 2013) http://www.michigan.gov/documents/CIS_WSH_part602_37719_7.pdf
 - M. OSHA 29 CFR 1926- Construction Industry Standards
 - N. 29 CFR 1910.1001, 19326.1101 & 1915.1001 – Procedures of Occupational Exposure to Asbestos

- O. 29 CFR 1910.1200 – Hazard Communication
- P. 40 CFR Part 261- EPA Regulations
- Q. HUD Title X parts 1012-1013
- R. Federal Labor Standards and Provisions
- S. Equal Opportunity Clause
- T. Section 3 Clause
- U. HUD Contract and Subcontract Activity
- V. Copeland Anti-kickback Act
- W. Bidders Insurance Checklist (Attachment A)
- X. Genesee County Labor Standards (Including Prevailing Wage & Wage Determination)
- Y. And other regulations referenced throughout this document and attachments

18. **Contract Documents:** The contract prepared, at a minimum, must include the following general administrative provisions:

- A. Effective date of contract.
- B. Names and addresses of GCLBA and Contractor.
- C. Names of authorized representatives of the GCLBA and contractor who will act as liaison for administration of the contract.
- D. A citation of GCLBA’s authority to enter the contract.
- E. Conditions and terms under which the contract may be terminated by either party or remedies for violation or breach of contract.
- F. All required conditions of grantor and **all and any applicable local, county, state, and** federal regulations for third-party contracts.

All contracts will include the following items in the Scope of Services (refer to appropriate Scope of Work in associated Invitation for Bids/Request for Proposals for details):

- A. Detailed description of the extent and character of the work to be performed.
- B. Time for performance and completion of contract services, including project milestones, if any.
- C. Specification of materials or other services to be provided by both parties, (e.g., maps, reports, printing, etc.).
- D. Access to Records Clause.
- E. Conflict of Interest Clause.
- F. Equal Employment Opportunity (E.O. 11246) clause.
- G. Copeland “Anti-Kickback” Act clause.
- H. Davis-Bacon Act clause.
- I. Contractor Work Hours and Safety Standards Act clause.
- J. Rights to Inventions Made Under a Contract or Agreement clause.
- K. Clean Air Act clause.
- L. Byrd Anti-Lobbying Amendment clause.
- M. Debarment and Suspension clause.
- N. Drug Free Workplace Requirements clause.

- O. Contracts must incorporate **provisions for compensation**, including the basis for submission of billings and specification of the total contract amount.

Bid & Contract Files will be established and maintained. Bid & Contract files will contain the following, at a minimum:

- A. Description of contractor selection method.
- B. All bids received
- C. Losing Bids
- D. Bid tabulation
- E. Verification of contractor eligibility
- F. Contract for services
- G. Notice of Award
- H. Notice to Proceeds
- I. Change Orders
- J. Addendums
- K. Bonds
- L. Acord Certificate of Liability Insurance Certificate
- M. Licenses/Certifications
- N. Debarment
- O. Records of progress payments, including retainage.
- P. RFP/Public Notice

The GCLBA will use this information to monitor the contractor throughout the contract period and as tool for reconciliation at the end of the contract.

Minimum Qualifications of Construction Bidders

Only firms/contractors that are on the GCLBA's bidders List can respond to RFP's issued by the GCLBA for demolition and abatement services.

Bidders added to the GCLBA's bidders list shall have the capability to perform any possible future contract and the integrity and reliability to assure good faith performance. This requirement includes the availability of the appropriate financial, material, equipment, facility, personnel, ability, expertise and experience necessary to meet all contractual requirements.

Potential bidders must complete a Prequalification Packet for the services that they are licensed and/or certified to perform. These documents must be submitted and acceptable before GCLBA will review the Experience and Capacity proposal:

1. Evidence of Financial Stability: The bidder shall be financially stable and has the financial wherewithal to carry out the requirements of a solicitation. All respondents shall include two years of Business tax returns and a most recent corresponding annual financial

statement (balance sheet, etc.) provided by their accountant and/or a letter from their accountant stating evidence of financial stability with the proposal response. This information will assist GCLBA in determining the Respondent's financial condition. GCLBA is seeking this information to ensure that the proposer's have the financial stability and wherewithal to assure good faith performance.

2. Evidence of Insurance: The bidder must have Commercial General Liability with limits not less than: Premises/operations \$1,000,000 per occurrence with \$2,000,000 aggregate; Workers Compensation Statutory limits of Michigan; Employers Liability with limits \$100,000 accident/disease, \$500,000 policy limit, disease; Automobile Liability with limits not less than \$1,000,000 combined single limit each accident-Owned, hired, non-owned; and, Professional Liability with limits not less than \$1,000,000 including errors & omissions \$200,000 per occurrence \$600,000 in aggregate for Medical Malpractice. The bidder must also have Pollution Liability insurance for projects involving the removal and disposal of waste or storage tanks. Contractor shall maintain limits no less than \$1,000,000 per loss/\$1,000,000 aggregate. A certificate of insurance must be included with submission of qualifications. **(See Attachment A for Bidder's Insurance Checklist) GCLBA must be listed as an additional insured.)**
3. Current Certificate of Good Standing (Corporation) or Certificate of Existence: The bidder shall provide a Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Department of Licensing and Regulatory Affairs Corporations, Securities & Commercial Licensing Bureau. **(If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)**
4. Experience: Bidders must have a minimum of **five* (5) years** of relevant and proven experience providing professional licensed demolition services. ***Required by the State of Michigan. References should be related to the scope of work and must be recent, with projects completed within the past 5 years.**
5. Bid, Performance and Payment Bond: Bidders must have the ability to secure a Bid Bond in the amount of five (5%) of their bid amount and **a Performance Bond and Payment Bond**, if awarded, in an amount equal to one hundred percent (100%) of the total contract amount. Surety on such bonds shall be by a bona fide company authorized to do business in the State of Michigan. **Bond requirement shall be increased consistent with any contract amount increase.**
6. Conflict of Interest Statement & Supporting Documentation: The Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the GCLBA. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.

7. Debarment and Suspension: The Respondent certifies to the best of its knowledge and belief that it, its agents, and its subcontractor(s):
- A. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal department or the State.
 - B. Have not within a three-year period preceding **an awarded** contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - C. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, State, or local) with commission of any of the offenses enumerated in subsection (b).
 - D. Have not within a three-year period preceding **an awarded** contract had one or more public transactions (federal, State, or local) terminated for cause or default.
 - E. Will comply with all applicable requirements of all other local, State or federal laws, executive orders, regulations, and polices governing this program.
8. Capacity: The bidder must have the capacity to complete number projects that is required by the GCLBA *on a weekly basis*.
- A. Demolition: Complete ten (10) or more demolition and disposal projects per week.
 - B. Asbestos and Hazardous Material Abatement: Complete ten (10) or more environmental mitigation and disposal projects per week.
 - C. Complete contracting services in the timeline desired in the bid requested.
9. Appropriate Licensing:
- A. The bidder must be licensed by the State of Michigan, as a Residential Builders and/or Maintenance & Alterations Contractor with a House Wrecking trade designation. **(The person/company that is issued the License by the State of Michigan must be an entity that applies in order to be added to the prequalified list.)**
 - B. Demolition: Michigan Builders or M&A –Home Wrecking License
 - C. Abatement: The bidder must be an Asbestos Abatement Contractor licensed/certified by the State of Michigan in the name of principal. **(The person/company that is issued the License and/or Certificate by the State of Michigan must be an entity that applies to be added to the prequalified list.)**
 - D. Hazardous Waste Operations and Emergency Response (HAZWOPER) Certification.
 - E. Tire Hauler License

- F. Any other State License and/or Certification that is deemed necessary to complete the Scope of Work as described.

If a bidder does not convince the GCLBA that it possesses the above minimum qualifications with the bid (response), the GCLBA shall deem the bidder not qualified and the bidder will not be added to the prequalification list.

SECTION 3

The GCLBA will make a reasonable effort to award contracts from state and federal grants to Section 3 Businesses or Residents even if Section 3 is not required by grantor. The relative terms that assist the GCLBA in determining if contractors/respondents are identifying, soliciting and meeting Section 3 Business requirements are:

Section 3 Area Resident is an individual that meets the following criteria:

1. A public housing resident;
2. An individual who resides in the metropolitan area or nonmetropolitan county in which the Section 3 covered assistance is expended, and who is a;
 - a. Low-income person – any person with a gross household income less than 80% of the area median income (adjusted for household size) as established by HUD
 - b. Very low income person – any person with a gross household income less than 50% of the area median income (adjusted for household size) as established by HUD
3. A person seeking the training and employment preference provided by Section 3 bears the responsibility of providing the evidence (if requested) that the person is eligible for the preference.

Section 3 Business Concern is a business that meets the following criteria:

1. 51 percent or more owned by section 3 residents; or
2. Whose permanent or full-time employees include persons, at least 30 percent of whom are currently section 3 residents or within three years of the date of first employment with the business concern were section 3 residents; or
3. That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs (1) or (2) in this definition of “section 3 business concern.”

Section 3 Service Area is the geographical area in which the persons benefiting from the Section 3 covered project reside. The priority service area should not extend beyond the HHF Census Tracts, but may be expanded to City first and then County, if necessary to meet Section 3 goals.

Additionally, the GCLB will make efforts to attract proposals from small businesses, minority- owned businesses, and women’s business enterprises on a continuous basis.