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1. INTRODUCTION

A. Overview

The Detroit Land Bank Authority (DLBA) requests proposals from qualified firms to provide the goods/services outlined in this bid. Please carefully read all parts of this bid, including:

- Bid Coversheet (or Bid Overview page, if viewing online)
- RFP Template – Part 1 of 2: Standard Bid Clauses
- RFP Template – Part 2 of 2: Bid Specific Clauses
- All required documents listed on the Bid Overview page in BidSync

The work contemplated is to be performed in a professional manner. The Respondent shall be financially solvent and each of its members (if a joint venture), its employees, agents or sub-consultants of any tier shall be competent to perform the services required under this RFP document.

Nothing in this RFP shall be construed to create any legal obligation on the part of the DLBA or any respondents. The DLBA 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 DLBA 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 DLBA 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 DLBA. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

The DLBA follows the Detroit Land Bank Authority Policies and Procedures for Procurement process, a copy of which is attached as Exhibit A to this RFP.
For further information regarding this RFP, please contact Tamara Moorer at:
Detroit Land Bank Authority
500 Griswold, Ste. 1200
Detroit, MI 48226
Phone: Office: 313.974-6869
Email*: nonhhfprocure@detroitlandbank.org*.

B. Time of Completion

Any contract awarded pursuant to this RFP solicitation shall provide services within a mutually agreed upon expedited timeframe.

C. Term of Contract

If a contract is awarded as a result of this RFP it will be a Detroit Land Bank Authority Contract Services Agreement. The term of the contract and renewal options are indicated

on the bid cover page. Any renewal option exercised under this contract is effective only after the approval of the DLBA approval body.

2. PROJECT MANAGEMENT

The Contractor will carry out this project under the direction and control of the DLBA. The

Contractor may be one of several Contractors that will provide services to the DLBA in this area and the number of persons and/or entities each Contractor will be requested to serve will depend on the business needs of the DLBA and the ability of the Contractor to manage the work requested. This will be an optional use contract; no minimum number of persons and/or entities are guaranteed to be assigned.

3. ADHERENCE TO TERMS OF PROPOSALS

A proposal once accepted by the Detroit Land Bank Authority, may become a binding contractual obligation of the respondent. The failure of a successful respondent to accept this obligation and to adhere to the terms of the respondent's proposal may result in rejection of the proposal and the cancellation of any provisional award to the respondent.

4. REJECTION OF PROPOSALS

The Detroit Land Bank Authority expressly reserves the right to reject any and all proposals, waive any non-conformity, re-advertise for proposals, to withhold the award for any reason the DLBA determines and/or to take any other appropriate action that is in the best interest of the DLBA.

5. EVALUATION PROCEDURE

After evaluating the proposal, oral presentations may be scheduled with the respondents. A final determination will be made after the oral presentations are complete.

Following the receipt of proposals, a DLBA designated Evaluation Committee will evaluate each response. All PROPOSALS, which meet the required format of this RFP, will be evaluated. Any Proposals determined to be non-responsive to the specifications or other requirements of the RFP, including instructions governing submission and format, will be disqualified unless the DLBA determines, in its sole discretion, that non- compliance is not substantial or that an alternative proposed by the Respondent is acceptable. The DLBA may also at its discretion, request oral presentations, make site visits at Respondent's facility and may request a demonstration of Respondent's operations. If scheduled, a final determination will be made after the oral presentations and/or demonstrations are complete. The DLBA may also at its sole discretion, elect to rank order the qualified proposals, and negotiate with some limited number of the highest scored qualified respondents. A final determination would include the cumulative inputs

of this evaluation procedure. All decisions reached by the Evaluation Committee will be by consensus.

6. SELECTION PROCESS

The Selection Committee comprised of DLBA staff and others deemed appropriate by the DLBA Executive Director will review qualifications in accordance with the evaluation criteria set forth herein and in accordance with DLBA policies. Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest price. Instead, contract(s) shall be awarded to vendor(s) whose proposal received the highest score and is the most responsible bid, in accordance with criteria set forth in the RFP. This RFP will result in a pool of qualified vendors selected based on pricing and other criteria as defined within this RFP. There will be no guarantee of assignments to anyone in the qualified candidate pool. The of the assignment and cost proposals will determine the best candidate for any assignment. The Detroit Land Bank Authority is an equal opportunity employer. No applicant shall be discriminated against on the basis of race, religion, color, age, gender, national origin, disability, or other criteria prohibited by the City, State or Federal law.

7. CONTRACT APPROVAL

Upon contract award, the DLBA and the respondent shall execute a Professional Services Contract, which shall contain all contractual terms and conditions in a form provided by the DLBA. No contract shall become effective until the contract has been approved and signed by the required DLBA signatories. Prior to the completion of this approval process, the respondent shall have no authority to begin work under the contract. The Chief Financial Officer shall not authorize any payments to the respondent prior to such approvals; nor shall the DLBA incur any liability to reimburse the respondent regarding any expenditure for the purchase of materials or the payment of services.

8. SUBMITTAL INSTRUCTIONS

RFP responses must be submitted via the BidSync system on or before the bid deadline indicated on the bid coversheet. Respondents must have an active BidSync profile to submit a response. There is no cost associated with creating a BidSync profile. Respondents' BidSync profile and company information contained in respondents' bid must match in order to be considered. (Ex: Company A may not submit a response under its BidSync profile for Company B even if ownership is the same.)

Each respondent shall submit one (1) copy of the full submittal, including all required documents, in a clear, legible, 12-point font, and 8.5 by 11 inch format. No hard copy responses are permitted. All documents must be legible or submittal will not be considered. Responses not submitted via BidSync by the due date will not be considered. Respondents are advised to adhere to the Submittal Instructions and Required Content. Failure to comply with the instructions of this RFP will be cause for rejection of submittals.

The DLBA reserves the right to seek additional information to clarify responses to this RFP. Each response must include a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent, not to exceed two pages in length. The Letter of Interest must also include the following information:

a. The principal place of business and the contact person, title, telephone/fax numbers and email address.
b. A brief summary of the qualifications of the Respondent and team.
c. Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).
d. The names and business addresses of all Principals of the Respondent. For purposes of this RFP "Principals" shall mean persons possessing an ownership interest in the Respondent.
    - If the Respondent 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 Respondent.
    - If the Respondent 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 Respondent.
e. The Certification attached hereto at the end of this RFP and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest.

9. PREPARATION OF PROPOSAL

The proposal shall include all forms as specified in these instructions. Each proposal shall show the full legal name and businesses address of the prospective respondent, including street address if different from mailing address, and shall be signed and dated by the person or persons authorized to bind the prospective respondent. Proposals by a partnership or joint venture shall list the full names and addresses of all parties to the joint venture. The state of incorporation shall be shown for each corporation that is a party to the proposed joint venture.

Respondent shall provide notice in its proposal to take exception to any requirement of the RFP. Should a respondent be in doubt as to the true meaning of any portion of this RFP or find any patent ambiguity, inconsistency, or omission herein, the respondent must make a written request for an official interpretation or correction in accordance with the instructions for submitting questions as specified in this RFP.

Respondents are advised that no oral interpretation, information or instruction by an officer or employee of the Detroit Land Bank Authority shall be binding upon the Detroit Land Bank Authority.

10. REQUIRED CONTENT

Bid responses must include the following content:

Letter of Transmittal
The prospective respondent's proposal shall include a letter of transmittal signed by an individual or individuals authorized to bind the prospective respondent contractually. The letter must state that the proposal will remain firm for a period of one hundred twenty (120) days from its due date and thereafter until the prospective respondent withdraws it, or a contract is executed, or the procurement is terminated by the Detroit Land Bank Authority, whichever occurs first.

Threshold Requirements
All information pertaining to the prospective respondent's approach in meeting the requirements of the RFP shall be organized and presented in the prospective respondent's proposal. The instructions contained in this RFP must be strictly followed.

Accuracy and completeness are essential. Omissions and ambiguous or equivocal statements will be viewed unfavorably and may be considered in the evaluation. Since all or a portion of the successful proposal may be incorporated into any ensuing contract, all prospective respondents are further cautioned not to make any claims or statements that cannot be subsequently included in a legally binding agreement.

These documents must be submitted and be deemed acceptable before the DLBA and its RFP Review Committee will review the evaluation criteria portion of the proposal:

- Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Department of Licensing and Regulatory Affairs (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.)
- Evidence of License and Insurance: Evidence that insurance is in place or can be obtained if selected. Appropriate licenses to be provided.
- Evidence of Financial Stability: All Respondents shall include their most recent financial statements with the proposal response. This information will assist the DLBA in determining the Respondent's financial condition. The DLBA is seeking this information to ensure that the respondents have the financial stability and wherewithal to assure good faith performance.
- Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project.
- Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the DLBA. In addition, all Respondents shall

further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.

11. REQUIRED COST PROPOSAL

Respondents are requested to make a firm cost proposal to the Detroit Land Bank Authority. If a contract is entered into as a result of this RFP, it will be a contract for fees as related to providing all requested services, with a price not to exceed the total price quoted in the proposal. The Detroit Land Bank Authority reserves the right to select proposals from the most responsible respondents with the most reasonable costs. The DLBA reserves the right to select one or more firms to perform all or separate parts of this function

Indicate the fees you will charge to perform the services. Attach a schedule of fees or hourly rates broken out for each type of staff member and/or goods or services related to this RFP.

12. TECHNICAL APPROACH

Present a brief description of procedures to be followed, presented in a form which will best assist the DLBA is evaluating your firm's ability to identify, evaluate and communicate while providing the requested services, e.g. fees.

13. QUESTION DEADLINE

All questions regarding the RFP shall be submitted via BidSync on or before the date indicated on the bid Cover Page. Respondents shall provide notice to take exception to any requirements of the Request for Proposals. Such exceptions may reflect negatively on the evaluation of the Proposal. The Detroit Land Bank Authority does not guarantee a response to questions submitted after the question deadline.

14. ECONOMY OF PREPARATION

Proposals should be prepared simply and economically providing a straight forward, concise description of the contractor's ability to meet the requirements of the RFP. Emphasis should be on the completeness and clarity of content.

15. PAYMENT

All properly executed invoices submitted by the successful respondent will be paid in accordance with the Detroit Land Bank Authority Payment Terms of net 30.

16. ORAL PRESENTATION/DEMONSTRATION

The DLBA reserves the right, at its own discretion, to request Oral Presentations regarding proposals submitted in response to the RFP. Failure to make an oral presentation will be grounds for rejection of your proposal. Proponents will be notified by the Finance Department, Procurement Division of the date, time and location for Oral Presentations.

17. ASSIGNMENT

The services to be performed by the respondent shall not be assigned, sublet, or transferred, nor shall the respondent assign any monies due or to become due to him under any contract entered into with the DLBA pursuant to these specifications, without prior written approval of the DLBA.

18. MISCELLANEOUS

It shall be the responsibility of the respondent to thoroughly familiarize themselves with the provisions of these specifications. After executing the contract, no consideration will be given to any claim of misunderstanding.

The respondent agrees to abide by the rules and regulations as prescribed herein by the DLBA as the same now exists or may hereafter from time-to-time be changed in writing.

19. MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL

The DLBA reserves the right to modify the services provided by the respondent awarded a contract. Any modification and resulting changes in pricing shall be made by amendment to the contract by the respondent and the DLBA.

20. CHANGES IN FACTS

Proposers shall advise the DLBA during the time the Proposal is open for consideration of any changes in the principal officers, organization, financial ability of, or any other facts presented in the proposal with respect to the proposer or the proposal immediately upon occurrence.

21. CONFIDENTIALITY OF PROPOSALS

Proposals shall be opened with reasonable precautions to avoid disclosure of contents to competing offers during the process of evaluation. Once proposals have been publicly recorded they are subject disclosure as per the requirements of the Michigan Freedom of Information Act.

22. NEWS RELEASE

News releases pertaining to these proposal specifications or the provisions to which they relate shall not be made without prior approval of the DLBA and then only in coordination with the DLBA

23. REJECTIONS, MODIFICATIONS, CANCELLATIONS

The Detroit Land Bank Authority expressly reserves the right to: 1) accept or reject, in whole or in part, any, and all proposals received; 2) waive any non-conformity; 3) re-advertise for proposals; 4) withhold the award for any reason the DLBA determines; 5) cancel and/or postpone the request for proposals, in part or in its entirety, and/or, 6) take any other appropriate action that is in the best interest of the DLBA. This RFP does not commit the Detroit Land Bank Authority to award a contract, to pay any cost incurred in the preparation of a proposal under this request, or to procure or contract for services.

24. ETHICS HOTLINE REPORTING

The DLBA Board of Directors has hired Lighthouse Services to provide an ethics and compliance Hotline for all DLBA employees, vendors, customers and the general public, to ensure that all reports can be submitted anonymously and without fear of retribution. All reports will be delivered only to the Board, and all efforts will be made to protect the identity of the individual making the report when conducting the investigation. Reports may cover, but are not limited to: ethical violations, wrongful discharge, unsafe working conditions, internal controls, quality of service, vandalism and sabotage, sexual harassment, theft, discrimination, conduct violations, alcohol and substance abuse, threats, fraud, bribery and kickbacks, conflict of interest, improper conduct, theft and embezzlement, violation of company policy, violation of the law, misuse of company property, or falsification of contracts, reports or records. Lighthouse Services toll free number and other methods of reporting are available 24 hours a day, 7 days a week.

- **Website:** www.lighthouse-services.com/detroitlandbank
- **Telephone:**
    - English speaking USA and Canada: 844-446-0004
    - Spanish speaking North America: 800-216-1288
- **E-mail:** reports@lighthouse-services.com (MUST include "Detroit Land Bank" in report)
- **Fax:** (215) 689-3885 (MUST include "Detroit Land Bank" in report)

25. SUBMITTAL DUE DATE

Responses to this RFP are due on or before the time and date indicated on the cover page. Responses to this RFP must be submitted via the BidSync system.

EXHIBIT A: RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP

- ❑ Letter of Interest
- ❑ Certification

  Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Department of Licensing and Regulatory Affairs (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.)

- ❑ Evidence of Insurance
- ❑ State License and or Certification
- ❑ Evidence of Financial Stability
- ❑ References
- ❑ Conflict of Interest Statement & Supporting Documentation
- ❑ Description of Company
- ❑ Capacity of Company
- ❑ Pricing Proposal
- ❑ MBE/WBE, Local Hiring, HUD Section 3, if applicable
- ❑ RFP Submittal Requirements Checklist

EXHIBIT B: 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 DLBA is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

_____
(Name of Respondent)

_____
(Signature of Authorized Representative

_____
(Typed Name of Authorized Representative)

_____
(Title)

_____
(Date)

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1. SCOPE OF WORK & DELIVERABLES

1a: Overview of Scope

Contractor shall provide the Detroit Land Bank Authority (DLBA) with unarmed, uniformed security services at its downtown Detroit offices. Contractor security personnel will provide security services, which may include, but are not limited to, the following: monitor the DLBA's public lobby and non-public office space, maintain a safe and secure environment, monitor and enforce DLBA's public lobby rules and regulations and perform contactless evictions from DLBA premises when such rules and regulations are violated, maintain an awareness of potential physical and environmental dangers on DLBA premises, report safety hazards to DLBA management, provide leadership and direction in emergencies, maintain a positive image, civility and decorum, and adhere to DLBA standard operating procedures. Contractor security personnel will also provide security services for DLBA's public meetings as requested.

1b: Physical Requirements

Contractor security personnel must maintain a professional appearance – both in their conduct and personal appearance. They must be prompt and consistently arrive on time for every shift, being ready and in place when shift begins. Contractor is responsible for the daily personal appearance of contractor security personnel. Contractor shall provide contractor security personnel with seasonal uniforms and weather-appropriate protective clothing necessary to support performance of contract requirements. At the present time, security officers are prohibited from carrying weapons of any kind, including but not limited to firearms, nightsticks, martial arts weapons or equipment, batons or any chemical agent spray or liquid. DLBA solicits an option to request armed services, if needed, during the life of the DLBA and Contractor's Services Agreement.

1c: Management Protocols

Contractor shall provide appropriate and necessary training, management, and supervision for all Contractor security personnel and shall be solely responsible for all disciplinary action of Contractor security personnel when their conduct violates the terms of the DLBA and Contractor's Services Agreement or other applicable laws. Contractor shall ensure the hiring, training and administration of motivated and professional Contractor security personnel that meets or exceed both Contractor and DLBA standards. Contractor security personnel should possess good written oral and communication skills and should have no prior criminal record.

2. MINIMUM QUALIFICATIONS

Proposals will only be accepted from those firms demonstrating a minimum of 5 year of experience providing the services requested in the RFP for projects or services of similar scope and size.

a) Describe relevant experience in providing goods/or services.

b) Statement of Qualifications.

c) If applicable, Evidence of local Detroit-based Business License, Paid City of Detroit Income Taxes for Respondent to documents Detroit business location and Headquartered business concern as the prime contractor for the RFP, Section 3 business concern, Disadvantaged Business Concern etc. ***Note that if the bid is grant funded, local business preferences cannot be applied to scoring.***

d) Please provide a competitive price proposal for performing the described Scope of Work, including any fees for supplies, postage, and labor etc. Be sure to include pricing for volume discount rates for the outlined service descriptions and include any additional services that are being offered by the Contractor. This will act as the pricing proposal template needed for the evaluation criteria and attached to any contract that is awarded.

PRICING SHEET SAMPLE		
Scope of Work (Security Services) **Section 1a, 1b, & 1c**	**Quantity**	**Price ($)**
Onsite Security Guard Services - Unarmed	1 guard	
Onsite Security Guard Services - Unarmed (DLBA Public Meetings, 1-4 hours per meeting)	1 guard	
Onsite Security Guard Services - Armed Onsite Security Guard Services - Armed (DLBA Public Meetings, 1-4 hours per meeting)	1 guard 1 guard	

3. DLBA OPERATIONAL INFORMATION

Contractor security personnel will monitor the DLBA's public lobby and non-public office space, monitor and enforce DLBA's public lobby rules and regulations and perform contactless evictions from DLBA premises when such rules and regulations are violated in collaboration with DLBA management. Maintain a safe and secure environment – this may include securing and guiding members of the public entering the DLBA main lobby or public meeting, and directing members of the public to be assisted by DLBA staff.

Contractor security personnel assigned to DLBA public meetings will maintain a safe and secure environment, monitor and enforce DLBA's public meetings rules and regulations and perform contactless evictions from the DLBA public meeting when such rules and regulations are violated in coordination with DLBA management and DLBA Board Chair.

The Contractor is expected to provide service in accordance with the terms of the executed Services Agreement and under the rules, regulations, and supervision of the DLBA.

4. DLBA TECHNICAL INFORMATION (IF APPLICABLE)

The Contractor will operate standard camera software, communicate and retrieve information within Microsoft Office Teams application according to DLBA guidelines.

5. EVALUATION CRITERIA – 100 MAXIMUM POINTS.

(ASSIGN VALUE BASED ON THE REQUESTOR'S DETERMINATION AND PRIORITY. MUST TOTAL 100 PTS.)

35	**CAPACITY**:	Capacity to provide reliable and consistent services as outlined in the Scope of Work.
30	**PRICE**	
30	**EXPERIENCE**	Customer service oriented, well-trained reliable security personnel, comfortable and experienced working within an urban social demographic.
5	**DETROIT HEADQUARTERED BUSINESS**	

100 Points Total