

DETROIT LAND BANK AUTHORITY

REQUEST FOR VENDOR QUALIFICATIONS AND QUOTATION HOMEBUYER IMPACT SURVEY

RFQQ # 23PA360

Release Date: Friday, December 8, 2023

Questions Due By: 5 pm on Friday, December 15, 2023

Submittal Due By: 10 am on Friday, December 22, 2023

Public Bid Opening: 11 am on Friday, December 22, 2023

DLBA Designated Point(s)-of-Contact:

Procurement Manager:

procurement@detroitlandbank.org

All questions regarding this RFQQ should be submitted on BidNet.

Administered By:

The Detroit Land Bank Authority (DLBA)

500 Griswold St., Ste. 1200

Detroit, MI 48226

DETROIT LAND BANK AUTHORITY
REQUEST FOR QUALIFICATIONS AND QUOTATION (RFQQ)

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I. Introduction

The Detroit Land Bank Authority (DLBA) respectfully requests qualifications and quotations from qualified firms to provide the services outlined in this document.

The intent of this Request for Qualifications and Quotation (RFQQ) is to openly and responsibly procure the services of the eligible Respondent with the highest-ranked proposal.

II. Designated Point(s) of Contact for this RFQQ

The designated point(s) of contact along with relevant contact information is/are identified on the Cover Page of this RFQQ.

III. Questions Regarding this RFQQ

Interested vendors must submit any questions regarding this RFQQ through [BidNet](http://www.bidnet.com). (www.bidnet.com).

Interested vendors must submit questions no later than the deadline listed on the Cover Page of this RFQQ.

The DLBA will not respond to questions submitted in any other fashion or submitted at any time after the deadline.

The DLBA will post all answers to any questions on [BidNet](http://www.bidnet.com). All interested vendors are hereby notified that no oral interpretation, information, or instruction provided by an officer, employee, partner, or contractor of the DLBA is binding upon the Authority.

IV. Pre-Bid Meeting

The DLBA will not hold a Pre-Bid Meeting for this RFQQ.

V. Eligibility for Award

The DLBA will only evaluate proposals which are completed and submitted in accordance with the terms and conditions of this RFQQ. Instructions for accurately completing the proposal are defined in Sections **X to XII** and Section **XVIII** contains additional information on the DLBA's evaluation of each Respondent to determine their eligibility for award.

Interested vendors are strongly advised to read this RFQQ in its entirety prior to submitting a proposal. Furthermore, interested vendors are strongly advised to review the regular communication from the DLBA regarding their eligibility for award prior to submitting a proposal.

Vendors will be ineligible for award, contract and/or sub-contract on this RFQQ if the City of Detroit Office of the Inspector General, any Prosecutor's Office, State Attorneys General Office,

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or U.S. Attorneys General Office has informed the DLBA that the vendor or any principal or owner is responsible for committing fraud, fraudulent misrepresentation, negligence, theft-related crimes and/or any other illegal activity. If vendors are currently under investigation for any of the above activities, their eligibility will be determined on a case-by-case basis.

The DLBA reserves the right to determine that a proposal is ineligible for award if the DLBA discovers any of the following at any stage in the RFQQ process:

- That the Respondent is in arrears or default to the City of Detroit ("City") on any contract, debt, or other obligation.
- That the vendor is debarred or suspended by the City, State of Michigan or the Federal government.
- That the vendor has committed a violation which resulted in the termination of a contract or other material sanction by the DLBA or the City within the last two (2) years immediately preceding the date of issuance of this RFQQ.

VI. Criteria for Vendor Selection

- A. IRS Form W-9. Each Respondent must provide a current, completed, signed, and dated IRS Form W-9.
- B. Certificate of Good Standing or Certificate of Existence. Each Respondent must provide a current (2022 or 2023) and valid Certificate of Good Standing or Certificate of Existence issued by the Michigan Department of Licensing and Regulatory Affairs – Corporations, Securities and Commercial Licensing Bureau. If a Respondent is a Joint Venture, then the Respondent must provide a current Certificate for each entity.
- C. Proof of Experience. Each Respondent must submit evidence of experience in providing the services identified in this RFQQ or providing services of a similar scope along with identifying the number of employees qualified to perform each trade. Services of a similar scope include, but are not limited to:
 - i. Marketing survey and customer insight analysis
 - ii. Homebuyer survey and customer insight analysis
- D. Evidence of Insurance. Each Respondent must provide a current and valid copy of any and all Certificate of Insurance(s) which provide(s) evidence of the following coverages:
 1. Worker's Compensation Insurance, if applicable
 2. Employer's Liability Insurance, if applicable
 3. Commercial General Liability Insurance
 4. Automobile Liability Insurance
 5. Professional Liability Insurance, if applicable
- E. Affidavits/Forms. Each Respondent must complete, sign, date, and have notarized (if applicable) all additional affidavits and forms included with this RFQQ.

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VII. Qualifications Content

- A. Qualifications Content. Each copy of the qualifications must include the following:
- a) Organizational Information
 - b) IRS Form W-9
 - c) Resolution of Corporate Authority
 - d) State of Michigan Certificate of Good Standing OR Certificate of Existence
 - e) Exhibit A Price Sheet
 - f) Proof of Experience
 - g) Proof of Insurance
 - h) Approved City of Detroit Income Tax Clearance
 - i) Approved City of Detroit Accounts Receivable Clearance
 - j) Fraud, Waste & Abuse, Negligence and Debarment/Suspension Affidavit
 - k) Non-Collusion Affidavit
 - l) Workers' Qualification Affidavit
 - m) Covenant of Equal Opportunity
 - n) Slavery Era Records and Insurance Disclosure
 - o) Statement of Political Contributions and Expenditures Affidavit
 - p) RFQQ Submission Affidavit
- B. Use of RFQQ Forms/Documents. Where forms/documents are provided in the Exhibits associated with this RFQQ, Respondents must submit qualifications using only those forms/documents. The DLBA will consider the use of an alternate or incorrect form/document as non-responsive and will determine that the qualifications are incomplete. Interested vendors may obtain the Exhibits associated with this RFQQ through BidNet or on buildingdetroit.org using the link <https://buildingdetroit.org/non-demolition-open-rfps>.
- C. Signatures and Dates. Where required, forms/documents must include an original signature in blue ink by an Authorized Agent of the Respondent. The DLBA reserves the right to consider forms/documents with a copy of a signature or a signature in a color other than blue as incomplete. All signatures must be dated after the date of issuance of this RFQQ. The DLBA reserves the right to consider forms/documents dated prior to issuance of the RFQQ as incomplete.
- D. Organization Name. Where required, all forms/documents must consistently list the organization name of the Respondent. The DLBA reserves the right to consider forms/documents with an inconsistent listing of the organization name as incomplete. *(For example, "ABC Company, LLC", "ABC Company", and "ABC Company, Inc." are all considered different companies.)*

VIII. Compliance with the Scope of Services

The work solicited under this Request for Qualifications and Quotation is subject to the associated Scope of Services. The Scope of Services ("Services") for this RFQQ is provided as a separate electronic (.pdf) file and may be obtained through BidNet. Respondents assume all responsibility for reviewing and understanding the Services sought through this RFQQ. By responding to this RFQQ, Respondents acknowledge familiarity with and acceptance of the Services.

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IX. Term of Performance

The Successful Vendor must complete all work included under this RFQQ per the executed Agreement and a Notice to Proceed. For the purposes of this stipulation, “complete” shall mean that (a) all service associated with this RFQQ and have received DLBA approval of all service deliverables and (b) the DLBA has received all invoices associated with this work and determined that all invoices are complete and correct.

X. Proposal Form and Content

- A. Proposal Form.** Respondents must prepare and submit one (1) electronic pdf copy of all required forms/documents in the proper file formats which are identified in Section **IX.B.** below.
- B. Proposal Content.** Respondents must submit the following forms/documents with their proposal in the templates provided by the DLBA:
- i. Price Sheet (in .xlsx format)
 - ii. RFQQ Exhibits (in .pdf format)

Interested vendors may obtain the documents associated with this RFQQ through BidNet.

XI. Instructions on Completing the Price Sheet for this RFQQ

Respondents must submit proposals using only the forms/documents provided with this RFQQ, in the templates provided by the DLBA in their original file format (i.e., Price Sheets must be submitted in Excel - .xlsx format). Therefore, the submitted Price Sheet must have the same scope of service lines listed as the posted Price Sheet as part of the RFQQ. The DLBA reserves the right to consider the proposal ineligible for award if the aforementioned criteria are not met.

- A. Respondent Company Name.** Respondents must complete the Business and Contact Information on the Price Sheet. The legal entity identified on the Price Sheet must match the legal entity identified on the Resolution of Corporate Authority provided.
- B. Prices Guaranteed Through Date.** The month, date and year for which pricing is guaranteed through.
- C. Cost Fields.** For every scope of service associated with this RFQQ, respondents must enter a dollar value in column D.

Respondents may only submit costs in each cell with a decimal value to the hundredth place. Any value exceeding the hundredth place may cause rounding discrepancies and affect the overall summation of each column and/or row. Any blank cost fields and non-numeric cost fields will be interpreted as a zero-dollar (\$0.00) input. The DLBA reserves the right to determine any Price Sheet with a missing cost as an incomplete form and a non-responsive proposal which may be subject to a determination of ineligibility of award.

If a Respondent alters a pre-populated formula and the costs do not add correctly the DLBA reserves the right to consider a proposal ineligible for award.

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XII. Instructions on Completing the Submission Affidavit

Respondents must fully complete and submit the RFQQ Submission Affidavit in response to this RFQQ. The legal entity identified on the Resolution of Corporate Authority provided in response to the Request for Qualifications (RFQ) must match the legal entity identified on the Submission Affidavit. Furthermore, the Authorized Agent identified and signing the RFP Submission Affidavit must be an Authorized Agent of the Resolution of Corporate Authority provided in response to the RFQ.

The RFQQ Submission Affidavit must be completed, signed, and notarized after the bid-release date. The DLBA reserves the right to consider the submission ineligible for award if the aforementioned criteria are not met.

XIII. Proposal Submittal

- A. **Submittal through BidNet.** Respondents must upload all required documents in the proper file format through BidNet (www.bidnet.com).
- B. **Submittal by Facsimile, E-mail, or Any Other Means.** The DLBA will not accept any proposal submitted by facsimile, e-mail or any other means not explicitly articulated in this RFQQ. This includes an electronic copy of the required documents which are submitted on a flash drive. The DLBA will not accept or review proposals which are submitted on a flash drive.

XIV. Submittal Deadline

Proposals are due by the date and time specified on the Cover Page of this RFQQ. The DLBA will not accept late proposals under any circumstances. Interested vendors assume all responsibility for submitting a proposal and ensuring receipt of that proposal prior to the deadline.

The DLBA reserves the right to change the deadline for this RFQQ at any time prior to the date and time specified on the Cover Page of this RFQQ.

XV. Conditions on Proposals

- A. **Voluntary Submittal.** Proposals are strictly voluntary on the part of the Respondent, and the Respondent assumes all responsibility for the preparation and submittal of the proposal in accordance with the terms and conditions of this RFQQ. The DLBA accepts no responsibility for and shall not reimburse the Respondent for any costs incurred in the preparation and submittal of any proposal.
- B. **One Proposal per Respondent.** A Respondent may only submit one (1) proposal in response to this Request. The submittal of more than one (1) proposal by any Respondent will result in the determination of ineligibility of all proposals. This includes any proposal which is submitted by a subsidiary, affiliated company, or franchise.
- C. **Public Disclosure.** All proposals are subject to public disclosure in accordance with Federal and State law (Freedom of Information Act).

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- D. Property of DLBA.** Unless withdrawn, all proposals which are submitted in accordance with the terms and conditions of this RFQQ will become property of the DLBA, and the DLBA will keep and maintain the proposals in accordance with all applicable policies and rules.
- E. No Withdrawal of Qualifications and Quotations.** A Respondent may NOT withdraw any qualifications or quotations once submitted on BidNet.
- F. Submittal of Updated Forms/Documents.** By responding to this RFQQ, each Respondent is obligated and agrees to provide updated or current forms/documents or any information regarding a material change or modification affecting their qualification status. Failure to comply with this provision may delay or disqualify a vendor from the potential award of any future Requests for Proposals (RFP).

XVI. Opening and Reading of Proposals

The DLBA invites interested vendors to attend a virtual meeting at which the DLBA will open and read aloud all the price proposals which were submitted through BidNet in response to this RFQQ. The virtual bid opening meeting is optional, and therefore it is not DLBA's responsibility if a vendor is unable to access and/or attend the meeting. The virtual meeting will be held on the date and time specified on the Cover Page of this RFQQ. Interested parties can attend the virtual meeting via the following web link and conference call dial-in number:

DLBA Procurement is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/7259740019>

Meeting ID: 725 974 0019

One tap mobile

+13052241968,,7259740019# US

+13092053325,,7259740019# US

Dial by your location

- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)
- +1 646 931 3860 US
- +1 301 715 8592 US (Washington DC)
- +1 669 444 9171 US
- +1 689 278 1000 US
- +1 719 359 4580 US
- +1 720 707 2699 US (Denver)
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US

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• +1 564 217 2000 US

Meeting ID: 725 974 0019

Find your local number: <https://us06web.zoom.us/j/k2haLZxN9>

XVII. Evaluation and Tabulation of Proposals

- A. **Missing Forms/Documents.** Respondents must correctly complete and submit all required forms/documents associated with this RFQQ. The DLBA will consider any qualifications with missing form/document as incomplete.
- B. **Alternate, Incorrect or Missing Forms/Documents.** Where forms/documents are provided in the Exhibits associated with this RFQQ, respondents must fully complete and submit all required forms/documents associated with this RFQQ and documents that have been shared as part of this RFQQ. If an eligible Respondent uses an alternate or incorrect form/document or fails to submit any of the required forms/documents, the DLBA will consider the proposal non-responsive and ineligible for award.
- C. **Incomplete or Inaccurate Forms/Documents.** Respondents must complete and submit all required forms/documents associated with this RFQQ following the instructions above. The DLBA may consider any proposal with incomplete or inaccurately filled-out forms/documents as non-responsive and subject to a determination of ineligibility for award. As noted on the respective Exhibit cover page, forms/documents must include an original signature and date in blue ink by an Authorized Agent of the Respondent. The DLBA may consider forms/documents with a copy of a signature or a signature in a color other than blue as incomplete. Failure to complete any form/document in accordance with the instructions identified on the cover page of the Exhibit will be determined incomplete.
- D. **Form/Document Irregularity of Deficiency.** The DLBA reserves the right to waive any reasonable, nonmaterial irregularity or deficiency in any form/document if it is determined to be in the best interests of the Program.
- E. **Request for Complete and Correct Forms/Documents.** After review and evaluation of the qualifications and the identification of any reasonable, nonmaterial irregularities or deficiencies, the DLBA reserves the right to request, as necessary, complete, and correct forms/documents from the respondent.
- F. **Registration with System for Award Management (SAM).** In an effort to expedite contract payment, each respondent must be currently valid with and registered in the System for Award Management.
- G. **Registration with the Office of Foreign Assets Control (OFAC).** In an effort to expedite contract payment, each respondent must be currently valid with and registered with the Office of Foreign Assets Control.

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H. Completion of the Bid Tabulation Sheet

Evaluation Criteria

i. Capacity-Max of 25 Points Awarded

- a. **Locally Based**-Max of 5 points awarded, locally based defined as team located within metro Detroit area. 0 points awarded for not local to metro Detroit area or 5 points awarded for local to metro Detroit area.
- b. **Ability to Perform as Outlined in RFQQ Scope**-Max of 15 points awarded. 15 points awarded for no capacity concerns, 10 points awarded for some capacity concerns, and 5 points awarded for significant capacity concerns.
- c. **Team Size**-Max of 5 points awarded. 5 points awarded for sufficient team size and 0 points awarded for team size insufficient team size.

ii. Price-Max of 30 Points Awarded

- a. The top 1/3 of lowest pricing awarded 30 points, middle 1/3 of lowest pricing awarded 15 points and bottom 1/3 with highest pricing awarded 0 points.

iii. Experience-Max of 30 Points Awarded

- a. **Depth**-Max of 10 points, 10 points awarded for depth of experience is reflected for several years and 5 points awarded for depth of experience is recent.
- b. **Quality**-Max 10 points, 10 points awarded for extensive previous project deliverables and 5 points awarded for some previous project quality deliverables.
- c. **Subject Matter Relevance**-Max of 10 points, 10 points awarded for extensive previous project relevance, 5 points awarded for some previous project relevance and 0 points awarded for no previous project relevance.

iv. DHQ/DBB-Max of 10 Points Awarded. Detroit Headquartered (DHQ) based business awarded 10 points (requires CRIO certification to substantiate), 5 points awarded for Detroit based business (DBB) (requires a Detroit office located in Detroit), and 0 points awarded for neither DHQ nor DBB.

v. Proposal Submission-Max of 5 Points Awarded. Quality and completeness of Proposal Submission. 0 points awarded for incomplete submission due to required documents not included in submission or 5 points awarded for complete proposal submission.

I. Assessment of Cost Reasonableness. The DLBA reserves the right to evaluate the reasonableness of any service cost included in this RFQQ. Furthermore, the DLBA reserves the right to remove any service from this RFQQ for cost reasonableness concerns.

J. Grand Total Costs Rank. The eligible proposal with the lowest Grand Total Costs will receive a rank of "1." The eligible proposal with the second lowest Grand Total Costs will receive a rank of "2" and so on until all eligible proposals are ranked.

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- K. Total Points Awarded Rank.** The eligible proposal with the highest awarded points will receive a rank of "1." The eligible proposal with the second highest awarded points will receive a rank of "2" and so on until all eligible proposals are ranked. The eligible proposal with a Total Points Awarded Rank of "1" will be identified as the presumptive RFQQ winner.

XVIII. Clarifications, Modifications, or Amendments to this RFQQ

The DLBA reserves the right to clarify, modify or amend this RFQQ at any time prior to award. The DLBA will communicate any clarifications, modifications, or amendments through BidNet.

XIX. Cancellation or Withdrawal of this RFQQ

The DLBA reserves the right to cancel or withdraw this RFQQ at any time prior to award. The DLBA will communicate the cancellation or withdrawal of this RFQQ through BidNet.

XX. Discovery of Discrepancies, Errors, or Omissions in any RFQQ Document

If an interested vendor discovers any discrepancy, error, or omission in any RFQQ document, the interested vendor must immediately notify the DLBA through BidNet. Any RFQQ document includes, but is not limited to, this RFQQ, the Price Sheet, or the requested Exhibits.

XXI. Notice of Award and the Responsibilities of the Successful Vendor

- A. Notice of Award.** After evaluation and tabulation, the DLBA may issue a Notice of Award ("Notice") and the contract ("Agreement") to the Successful Vendor via e-mail.

The DLBA reserves the right to rescind an award at any time prior to full execution of the Agreement. The DLBA will rescind an award via e-mail to the designated point(s) of contact for the Successful Vendor.

- B. Partially Executed Agreement.** The Successful Vendor assumes all responsibility for thoroughly reviewing and understanding the terms of the Agreement prior to execution. The Successful Vendor may NOT edit the Agreement. Any edits to the Agreement may void the award. The Successful Vendor must appropriately execute and return the Agreement.

- C. Certificate(s) of Insurance.** The Successful Vendor must submit a current and valid copy of any and all Certificate(s) of Insurance which provide(s) evidence of the following coverages:

- i. **Workers' Compensation Insurance.** Policy with Michigan statutory limits.
- ii. **Employer's Liability Insurance.** Minimum limits of \$500,000.00 per accident, \$500,000.00 per disease, and \$500,000.00 per disease/employee.
- iii. **Commercial General Liability Insurance.** Combined single limits of \$1,000,000.00 per occurrence and a minimum aggregate of \$2,000,000.00. Commercial General Liability must include Explosion, Collapse and Underground (XCU) coverage.

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- iv. **Automobile Liability Insurance.** Coverage must include all owned, hired, and non-owned vehicles with personal protection insurance and property protection insurance to comply with the provisions of the Michigan No-Fault Insurance Act, including residual liability insurance with a minimum combined single limit of \$100,000 per occurrence.
- v. **Professional Liability Insurance.** Minimum coverage of no less than \$1,000,000.00 per claim and \$2,000,000.00 in the aggregate.

All coverage except for Workers' Compensation and Automobile Liability must name the Detroit Land Bank Authority as additionally insured.

XXII. Ethics and Compliance Hotline

The DLBA Board of Directors has hired Lighthouse Services to provide an ethics and compliance hotline for all DLBA employees, vendors and customers and the public, to ensure that all reports may 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, embezzlement, discrimination, conduct violations, alcohol and substance abuse, threats, fraud, bribery and kickbacks, conflicts of interest, improper conduct, 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 within the USA and Canada: 844-446-0004
- Spanish-speaking within 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)

XXIII. Technical Difficulties with BidNet

If an interested vendor experiences any technical difficulties with BidNet, the vendor must immediately contact BidNet customer support at (800) 990-9339 or support@bidnet.com. If the matter is not resolved, the vendor must send an e-mail to the designated point(s) of contact for this RFQQ.

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XXIV. Definition of Terms

- A. **Affidavit**. A sworn statement in writing made especially under oath or on affirmation before an authorized agent, magistrate, officer, or notary.
- B. **Authorized Agent**. An officer or employee of the corporation who is authorized to execute or guarantee and commit the corporation to the conditions, obligations, stipulations, and undertakings entered between the DLBA and the corporation in order to perform the Services outlined in the Agreement.
- C. **City**. The Charter City of Detroit, Michigan.
- D. **Detroit Land Bank Authority (DLBA)**. A Michigan public body corporate.
- E. **Eligible Proposal**. A complete and correct proposal with no flat rate bids which was submitted by an Eligible Respondent who has Adequate Capacity prior to and at the time of tabulating this RFQQ. Refer to Sections V, X through XII, and XIII for further information on criteria that may be deemed as an ineligible proposal.
- F. **Eligible Respondent**. A Respondent who is a pre-qualified vendor and who is NOT currently subject to any disciplinary actions by the DBA.
- G. **Grand Total Costs**. The Grand Total Costs for all properties included in this RFQQ.
- H. **Proposal**. One (1) electronic copy of forms/documents which are submitted by a Respondent in accordance with the terms and conditions of this RFQQ.
- I. **Respondent**. An interested vendor who submits a proposal in response to this RFQQ.
- J. **RFQQ Document**. This document or any other document incorporated herein by attachment, exhibit, or reference.
- K. **Successful Vendor**. The eligible Respondent who receives the Notice of Award for this RFQQ.

Detroit Land Bank Authority Homebuyer Impact Survey Project Scope of Service

The Detroit Land Bank Authority (DLBA) is interested in better understanding the demographics of DLBA property purchasers, those purchasers' experiences with the DLBA, and their investments in and use of those properties. With this information, the DLBA hopes to document the impacts of the DLBA's work and to identify potential areas of improvement in their operations.

The following data is available about DLBA purchasers:

- Property
- Closing date
- Program
- Email of buyer
- Phone number of buyer
- Most recent status of property with DLBA

Scope of the project

- Provide technical assistance crafting quality questions for the survey. The DLBA team has draft questions across these different areas but is requesting guidance on specific wording and realistic survey length.
- Survey questions should allow for a mixed methods approach over email and phone.
 - o Types of Questions
 - Demographic (e.g., Race, city of residence, age, first-time-homeowner, etc.)
 - Buyer's experience with the DLBA (e.g., biggest challenges in the purchase or compliance phase, overall satisfaction, quality of information given, etc.)
 - Investments in purchased property (e.g., money, time, motivations to purchase, challenges in investments etc.)
 - Impact of owning the property for the buyer (e.g., use of the property, sense of ownership, financial impact, etc.)
- Conduct Survey
 - o Conduct a random sample survey of the ~30,000 buyers of DLBA properties across a variety of programs (See tables for context below)
 - o Conduct a mixed methods approach, using both email and phone survey methods to increase survey response.
 - o The survey sample should account for the potential response rate to allow for a 95% confidence level with a 5% margin of error.
- Provide data analysis of the survey results.
 - o Conduct analysis by program or other categories determined by the DLBA so responses can be compared across demographics, program, year of closing, etc.
 - o Produce report that summarizes the findings (e.g., PDF, PowerPoint, etc.)
 - Where applicable : Graphs, charts, tables, maps, narrative, etc.
 - o Provide the raw data used to build the analysis.

Deliverable Timeline

- Mid-January 2024: Survey instrument complete
- Mid-January 2024 through February 2024: Conduct Survey
- Mid-March 2024: Provide Report of findings

Tables

Buyers by Sale Type	
SaleType	n
Side Lot	14,896
Own It Now	8,976
Auction	3,890
Demo Pull Sale	1,560
Buy Back	1,275
Economic Development	473
Community Partner Sale	330
Marketing	213
Renovation Sale	113
Bridging Neighborhoods Sale	93

Structure Buyers By Status	
Status	Count
Compliance Achieved	9,315
Property was Reconveyed	2,347

Buyers by Closing Year	
Closing Date	Count
2012	6
2013	12
2014	335
2015	2,534
2016	3,343
2017	3,672
2018	3,356
2019	4,874
2020	4,958
2021	6,654
2022	3,711
2023	2,444
Missing	408

**List of Required Exhibits – Request for Qualifications and Quotations
Homebuyer Impact Survey
RFQQ 23PA360**

Exhibit	Document Title
A	Organizational Information
B	IRS Form W-9
C	Resolution of Corporate Authority
D	Certificate of Good Standing OR Certificate of Existence
E	Exhibit A Price Sheet
F	Proof of Experience
G	Proof of Insurance
H	Approved City of Detroit Income Tax and Accounts Receivable Clearance
I	Fraud, Waste & Abuse, Negligence and Debarment/Suspension Affidavits
J	Non-Collusion Affidavit
K	Workers' Qualification Affidavit
L	Covenant of Equal Opportunity
M	Slavery Era Records and Insurance Disclosures
N	Statement of Political Contributions and Expenditures Affidavit
O	RFQQ Submission Affidavit

Exhibit A
Organizational Information

Respondent must attach a completed copy of the following Organizational Information Form.

Organizational Information
Respondent's Exact Legal Name*:

(*This name should be the same as the name used in all other documents and affidavits, e.g., "ABC Company, LLC", "ABC Company", and "ABC Company, Inc." are all considered different companies.)

U.S. State in which Respondent's Legal Entity is organized:_____

Respondent's Type of Legal Entity (check one)

- ☐ Sole Proprietorship
☐ Partnership
☐ Corporation
☐ Limited Liability Corporation
☐ Limited Liability Partnership
☐ Other:

Respondent's Taxpayer ID Number: _____

Respondent's Address:

Street: _____
City: _____
State: _____
Zip Code: _____

Respondent's Website Address: _____

Respondent's Phone Number: _____

Point of Contact Information:

Name: _____
Title: _____
Phone Number: _____
Email Address: _____
Address (if different from above):
Street: _____
City: _____ **State:** _____
Zip Code: _____

Please check off if your organization identifies as any of the following:
(This information is solely for data collection purposes and will not affect your likelihood of being pre-qualified or receiving a bid.)

- ☐ **MBE Certified** ☐ **WBE Certified** ☐ **VOSB Certified**
☐ **Other:**

Exhibit B
IRS Form W-9

Respondent must attach their current, completed, signed, and dated IRS Form W-9.

Exhibit C
Resolution of Corporate Authority

Respondent must attach a copy of the following Resolution with original signature in blue ink, dated after the release of this RFQQ.

Resolution of Corporate Authority

I, _____ Corporate Secretary of _____, a Michigan Corporation (the "Corporation"), certify that the minutes of the meeting of the Board of Directors or Articles of Incorporation now in full force and effect, include language similar to or reflect the information embodied below:

"RESOLVED, that the Chairperson, the President, each Vice President, the Treasurer, and the Secretary and each of them, hereby is authorized to execute and deliver, in the name and on behalf of the Corporation and under its corporate seal or otherwise, any agreement or other instrument or document ('Contract') in connection with any matter of transaction that shall have been duly approved; and the execution and delivery of any agreement, or document, or other instrument, or document in connection with any matter of transaction that shall have been duly approved; the execution and delivery of any Contract by any of the aforementioned officers shall be conclusive evidence of such approval."

FURTHER, I CERTIFY that

_____ is Chairperson/President of the Board,
_____ and is Vice Chairperson/Vice President,
_____ and is/are Vice President(s), is Treasurer,
_____ is Secretary, is (names other offices)

_____ **FURTHER, I CERTIFY** that any of the aforementioned officers or employees of the Corporation are authorized to execute or guarantee and commit the Corporation to the conditions, obligations, stipulations and undertakings entered into between the DLBA and the Company in order to perform the Services as outlined in the Agreement.

FURTHER, I CERTIFY that the Corporation has a duty to identify and disclose any contract(s), including any contract involving an employment or consulting relationship, which the Corporation, or any of the aforementioned officers or employees of the Corporation, currently has with the Detroit Land Bank Authority, the City of Detroit, or with any of their board members or officers. ***[Signatures commence on the following page]***

IN WITNESS THEREOF, I have set my hand this _____ day of _____, 202_.

Signature of Corporate Secretary

CORPORATE SEAL
(if any)

PLEASE NOTE THAT THE PERSON WHO SIGNS THE CONTRACT ON BEHALF OF YOUR CORPORATION MUST BE ONE OF THE INDIVIDUALS LISTED ABOVE AS A PERSON AUTHORIZED TO EXECUTE CONTRACTS IN THE NAME OF AND ON BEHALF OF THE CORPORATION. THE TERM CORPORATION SHALL INCLUDE S-CORPS, C-COPRS, LLC, PLLC, PARTNERSHIPS, SINGLE-MEMBER LLC, JOINT VENTURES AND SOLE PROPRIETORSHIPS.

This document was acknowledged, subscribed and sworn before me this _____ day of

_____, 202_ , by _____,
_____, of _____ [Contractor].

Signature
of Notary

Printed name of Notary
Notary Public, State of Michigan, County of: _____
My commission expires: _____
Acting in the County of: _____

Exhibit D
Certificate of Good Standing OR Certificate of Existence

Respondent must attach their current, valid and active Certificate of Good Standing or Certificate of Existence issued by the Michigan Department of Licensing and Regulatory Affairs (only 2022 or 2023 Certificates will be accepted).

Exhibit E
Itemized Price Sheet

Complete Excel file labeled Exhibit A Price Sheet RFQQ 23PA360

Exhibit F

Proof of Experience

Respondent (meaning the legal entity **not** corporate officers, owners, employees, etc.) must provide evidence of proven experience providing professional services or services of a similar scope. The DLBA reserves the right to determine the similarity of any previous experience with professional services. Professional services or services of a similar scope include but are not limited to:

- Marketing survey and customer insight analysis
- Homebuyer survey and customer insight analysis

Attach the evidence on a separate sheet. Please include the following:

- Project name and location
- Name of organization that completed the work.
- Project owner
- Owner contact information
- Project description, including number of employees performing services.
- Start date and completion date.

Exhibit F: Proof of Experience

Contractor Name:	
Project Name:	
Project Location:	
Name of Organization that completed the work:	
Project Description including size of team:	
Project Start - Completion Date:	
Project Owner Contact Information:	

Exhibit G
Proof of Insurance

Respondent is required to present current and valid insurance coverage for any of the following coverages: worker's compensation, employer's liability, commercial general liability, automobile liability, professional liability, and/or pollution liability.

Exhibit H

Approved City of Detroit Income Tax and Accounts Receivable Clearance

Respondent must use the City of Detroit's Income Tax and AR Clearance Application link below.

<https://app.smartsheet.com/b/form/128a3f0a2efd4a33ad2ff587eaa25fe2>

Only **approved** clearance applications will be accepted. Pre-qualified vendors will be responsible for updating an expired clearance and notifying the designated DLBA point(s)-of-contact. Failure to maintain current forms may result in revocation of a pre-qualified status.

Exhibit I

Fraud, Waste & Abuse, Negligence and Debarment/Suspension Affidavit

Respondent must attach a copy of the following affidavit with original signature from an Authorized Agent of the Organization in blue ink, dated after the release of this RFQQ.

Pursuant to paragraph 5, if the Respondent is required to submit a statement, please prepare on company letterhead and include the following information:

- Contract #
- Date of Termination
- Reason for Termination
- Letter of Reinstatement

Fraud, Waste & Abuse, Negligence and Debarment/Suspension Affidavit

I, _____, state under oath:

1. I am the _____ of _____ [CONTRACTOR] (hereafter "Organization"), and am authorized to execute this affidavit and contractually bind the Organization.
2. The Organization has responded to a Request for Qualifications and Quotation issued by the Detroit Land Bank Authority (hereafter "DLBA") for investigator and security services.
3. The Organization has not been debarred, permanently suspended, proposed for debarment, declared permanently ineligible, voluntarily excluded, or disqualified from bidding or receiving a public contract, nor are there proceedings pending relating to the Organization's responsibility, debarment, suspension, voluntary exclusions, or qualifications to receive a public contract.
4. The Organization, including any principal, owner, director or partner, has never been found responsible for, nor is there a pending investigation in connection with, committing fraud, fraudulent misrepresentation, negligence, theft-related crimes and/or any other illegal activity related to activities by the City of Detroit Office of the Inspector General, any prosecutor's office, State Attorney General's Office or United States Attorney's Office.
5. I acknowledge that the Organization:

☐ HAS NOT ☐ HAS

within the two-year period preceding this affidavit, had one or more government or public transactions terminated for cause or default, nor has any government or public agency requested or required enforcement of any of its rights under a surety agreement on the basis of the Organization's default or in lieu of declaring the Organization in default.

If "HAS" was selected, please attach a statement on Organization letterhead and include the contract number, date of termination, and reason for termination. Please also include a letter of reinstatement.

6. I acknowledge that providing false or misleading information in connection with the DLBA's Programs may violate Federal, State and/or local laws, including but not limited to 18 U.S.C. § 1001, and result in criminal or civil liability.
7. I acknowledge that if I or any employee of the Organization, including any principal, owner, director or partner, with an intent to defraud or cheat, designedly by false pretense, including any false statement or misrepresentation, obtains money, real or personal property, or the use of any instrument, facility, article or other valuable thing or service pursuant to my (our) participation in the DLBA's Programs, shall be guilty of either a misdemeanor or a felony, punishable by imprisonment for not more than 10 years or a fine or both pursuant to MCL 125.1447.
8. I further acknowledge that the organization has an express and ongoing obligation to disclose to the DLBA should any of the above-stated facts become untrue. Such disclosure shall be in writing and shall detail the fact(s) which cause the above-stated facts to become untrue.

Dated: _____

_____ [CONTRACTOR]

By: _____

Name: _____

Its: _____

This document was acknowledged, subscribed and sworn before me this
____ day of _____, 202_, by _____,
_____, of _____ [CONTRACTOR].

Signature of Notary

Printed name of Notary

Notary Public, State of Michigan, County of: _____

My commission expires: _____

Acting in the County of: _____

Exhibit J
Non-Collusion Affidavit

Respondents must attach a copy of the following affidavit with original signature from an Authorized Agent of the Organization in blue ink.

Non-Collusion Affidavit

I, _____, state under oath:

I am the _____ of _____[CONTRACTOR]

1. (hereafter "Organization") and authorized to execute this affidavit and contractually bind the Organization.
2. I am fully informed with respect to the preparation and contents of the attached Qualifications or Quotation and of all pertinent circumstances respecting such Qualifications or Quotation.
3. Such Qualifications or Quotation submitted by this Organization, are/is genuine and are/is not collusive or a sham;
4. Neither this Respondent Organization nor any of its officers, members, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, or conspired, directly or indirectly, or sought by agreement or collusion or communication or conference with any other Respondent, firm or person to fix the price or prices in the attached Quotation, or to fix any overhead, profit or cost element of the Quotation or the Quotation of any other Respondent, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Detroit Land Bank Authority or the City of Detroit or any person interested in the proposed contract;
5. Any Quotations submitted by this Organization, are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Respondent or any of its agents, representatives, owners, employees, members, partners or parties in interest, including this affiant.

[Signatures commence on the following page]

Dated: _____

_____ [CONTRACTOR]

By: _____

Name: _____

Its: _____

This document was acknowledged, subscribed and sworn before me this
____ day of _____, 202_, by _____,
_____, of _____
[CONTRACTOR].

Signature of Notary

Printed name of Notary

Notary Public, State of Michigan, County of: _____

My commission expires: _____

Acting in the County of: _____

Exhibit K
Worker's Qualifications Affidavit

Respondent must attach a copy of the following affidavit with original signature from an Authorized Agent of the Organization in blue ink.

The Respondent must attach one of the following:

- 1) A copy of the Respondent's employment application to be used in connection with work performed under the submitted RFP proposal.

OR

- 2) A statement on company letterhead detailing the prequalified vendor's hiring procedure and its compliance with the terms of paragraph 7.

Worker's Qualifications Affidavit

I, _____, state under oath:

1. I am the _____ of _____
[CONTRACTOR] (hereafter "Organization"), and authorized to execute this affidavit and contractually bind the Organization.
2. The Organization has responded to a Request for Qualifications and Quotation (hereafter "RFQQ") or a Request for Proposals (hereafter "RFP") issued by the Detroit Land Bank Authority (hereafter "DLBA") for investigator and security services.
3. I acknowledge that the Organization possesses the qualified personnel, including management, office support staff and field staff, necessary to perform the services/work sought through this RFQQ or RFP.
4. I acknowledge that, pursuant to the RFQQ or RFP, the Organization is also required to possess and submit to the DLBA upon request evidence of all necessary licenses, certifications, accreditations, or designations as required by Federal, State, and local law to perform the services/work sought through this RFQQ or RFP.
5. I acknowledge that the Organization will only permit those individuals, including subcontractors, who currently hold and maintain all the necessary licenses, certifications, accreditations, or designations as required by Federal, State, and local law to perform the services/work sought through this RFQQ or RFP.
6. I acknowledge that should the Organization be selected as a pre-qualified vendor and/or receive an executed Agreement and Notice to Proceed, the Organization and all participating employees have an express and ongoing obligation to maintain all such necessary licenses, certifications, accreditations or designations current, and will provide the DLBA upon request with evidence of the same for the duration of the period of pre-qualification or executed Agreement.
7. I further acknowledge that the Organization will not inquire into or consider the criminal convictions of applicants for employment needed to fulfill the terms of any DLBA contract that may result from the competitive procedure in connection with which this affidavit is submitted. As further proof, I have attached either (1) a copy of the Organization's application form to be used in connection with this RFQ or RFP, or (2) a statement on Organization letterhead detailing the Organization's hiring procedure and its compliance with the terms of this section.

[Signatures commence on the following page]

Dated: _____

_____ [CONTRACTOR]

By: _____

Name: _____

Its: _____

This document was acknowledged, subscribed and sworn before me this
____ day of _____, 202_, by _____,
_____, of
_____ [CONTRACTOR].

Signature of Notary

Printed name of Notary

Notary Public, State of Michigan, County of: _____

My commission expires: _____

Acting in the County of: _____

Exhibit L
Covenant of Equal Opportunity

Respondent must attach a copy of the following affidavit with original signature from an Authorized Signer of the Organization in blue ink. Please note: the terms of the clearance determined.

**The RFQQ# and Duration End Date are provided and do not require modification. The Duration Start Date should reflect the date of execution of this form.*

COVENANT OF EQUAL OPPORTUNITY
(Application for Clearance – Terms Enforced After Contract is Awarded)

I, being a duly authorized representative of _____, (hereinafter "Contractor"), am hereby authorized to enter into a Covenant of Equal Opportunity, (hereinafter "Covenant") with the City of Detroit, ("hereinafter" City); obligating the Contractor and all sub-contractors, not to discriminate against any employee or application for employment, training, education, or apprenticeship connected directly or indirectly with the performance of the contract, with respect to his/her hire, promotion, job, assignment, tenure, terms, conditions, or privileges of employment because of race, color, religious beliefs, public benefit status, national origin, age, marital status, disability, sex, sexual orientation, or gender identity or expression; except as otherwise exempted under City Code, Ordinance No. 27-2-12.

Contractor will ensure that the City of Detroit Human Rights Department shall receive notification of all potential sub-contractors and a copy of their Covenant prior to the commencement of work on any City of Detroit contract. Contractor further agrees that the City of Detroit reserves the right to require additional information prior to, during, and at any time until after the Covenant is fully executed.

Furthermore, Contractor agrees that this Covenant is valid for the life of the contract and/or for a specified period of time as indicated below and that a breach of this Covenant shall be deemed a material breach of contract and be subject to damages pursuant to City Code, Ordinance No. 27-3-2, Section (e).

RFQ/PO No.: (if applicable)

RFQQ/RFP #

Duration of Covenant _____ to _____

Printed Name of Contractor/Organization _____

(Type or Print Legibly)

Contractor Address _____, _____, _____
(City) (State) (Zip)

Contractor Phone/E-mail _____ / _____
(Phone) (E-mail)

Printed Name & Title of Authorized Representative _____

Signature of Authorized Representative: _____

Date: _____

****This Document MUST be Notarized****

Signature of Notary: _____

Printed Name of Seal of Notary: _____

My Commission Expires: ____/____/____

FOR CONTRACTING DEPARTMENT USE ONLY:

Date Rec'd ____/____/____ Received By: _____ Title: _____

Please fax a COPY of the notarized Covenant and Award Letter to the Human Rights Department (313) 224-3434

Exhibit M
Slavery Era Records and Insurance Disclosure

Respondents must attach a copy of the following affidavit with original signature from an Authorized Agent of the Organization in blue ink.

CITY OF DETROIT
SLAVERY ERA RECORDS AND INSURANCE DISCLOSURE AFFIDAVIT

1. Name of Contractor: _____
2. Address of Contractor: _____

3. Name of Predecessor Entities (if any): _____

4. Prior Affidavit Submission? ☐ No ☐ Yes, on: _____
(Date of prior submission)
5. ☐ Contractor was established in _____ (year) and did not exist during the slavery era in the United States, is not a successor in interest to any entity that existed during such time, and therefore has no relevant records to search, or any pertinent information to disclose.
- ☐ Contractor has searched their records and those of any predecessor entity and has found no records that they or any predecessor(s) made any investments in, or derived profits from the slave industry or from slave holder insurance policies.
- ☐ Contractor has found records that they or their predecessor(s) made investments in, or derived profits from, the slave industry or slave holder insurance policies. The nature of the investment, profits, or insurance policies, including the names of any slaves or slave holders, is disclosed in the attached document(s).
6. I declare that the representations made in this Affidavit are accurate to the best of my knowledge and are based upon a diligent search of records in the Contractor's possession or knowledge, all documentation attached to this Affidavit reflects full disclosure of all records that are required to be disclosed to the City of Detroit. I also acknowledge that any failure to conduct a diligent search, or to make a full and complete disclosure, shall render this contract voidable by the City of Detroit.

_____ (Printed Name) _____ (Title)

_____ (Signature) _____ (Date)

Subscribed and sworn to
before me this _____
day of _____

Notary Public, _____ County, Michigan
My Commission Expires: _____

Exhibit N
Statement of Political Contributions and Expenditures Affidavit

Respondents must attach a copy of the following affidavit with original signature from an Authorized Agent of the Organization in blue ink.

STATEMENT OF POLITICAL CONTRIBUTIONS AND EXPENDITURES

“City Charter § 4-122, ¶ 2: For purposes of conflicts of interest, the City shall require in all of its contractual agreements, including, but not limited to, leases, service and equipment agreements and including contract renewals, that the contractor provide a statement listing all political contributions and expenditures (**“Statement of Political Contributions and Expenditures”**), as defined by the Michigan Campaign Finance Act, MCL 169.201, et seq., made by the contractor, its affiliates, subsidiaries, principals, officers, owners, directors, agents or assigns to elective city officials within the previous four (4) years. Individuals shall also list any contributions or expenditures from their spouses.”

Instructions: In accordance with Section 4-122 of the 2012 Detroit City Charter, you must provide the following information, sign this document, have it notarized, and submit it to the City. If additional space is needed, please enter “see additional sheet(s)” on the last row and attach additional sheets.

In Column A, enter the name of the person or company that made the contribution or expenditure. If there were no political contributions or expenditures made, enter NONE.

In Column B, enter the relationship of the donor to the contractor or vendor, that is, contractor, affiliate, subsidiary, principal, officer, owner, director, agent, assignee, or spouse of any of the foregoing who are individuals.

In Column C, enter the name of the recipient, an elective city official which under Charter § 3-107, includes only the Mayor, the City Clerk, and members of the City Council and the Board of Police Commissioners.

In Column D, enter the amount of the contribution or expenditure, as defined in the Michigan Campaign Finance Act, 1976 PA 388, MCL 169.204 and MCL 169.206.

In Column E, enter the date of the contribution or expenditure. This statement must include all contributions and expenditures within the previous four years.

A	B	C	D	E
Donor	Relationship to Contractor/Vendor	Recipient	Amount of Contribution or Expenditure	Date

STATEMENT OF POLITICAL CONTRIBUTIONS AND EXPENDITURES

Except as set forth above, I certify that no contributions or expenditures were made to elective city officials within the previous four (4) years by the contractor, its affiliates, subsidiaries, principals, officers, owners, directors, agents, assigns, and, if any of the foregoing are individuals, their spouses.

I understand that the information provided in this disclosure will be relied upon by the City of Detroit in evaluating the proposed bid, solicitation, contract, or lease. I swear [or affirm] that the information provided is accurate. If I am signing on behalf of an entity, I swear [or affirm] that I have the authority to provide this disclosure on behalf of the entity.

Sign name: _____

Print name: _____

Sworn and subscribed to before me
on _____, 202____ [by _____, the
_____ of the above named
contractor/vendor, an authorized representative or agent of the contractor/vendor]

Sign: _____

Print: _____

Notary Public, _____ County, Michigan,

Acting in _____ County

My Commission Expires: _____

Exhibit O
RFQ Submission Affidavit

Respondent must attach a copy of the following affidavit with original signature from an Authorized Agent of the Organization in blue ink, dated after the release of this RFQQ.

RFQQ SUBMISSION AFFIDAVIT

I, _____, state under oath:

1. I am the _____ of _____ [CONTRACTOR] (hereafter "Organization"), and am authorized to execute this affidavit and contractually bind the Organization.

2. I hereby designate the following individual(s) as the Organization's point of contact for all matters relating to **RFQQ #23PA360**

Primary Contact

Name: _____

Title: _____

Email: _____

Phone: _____

Secondary Contact

Name: _____

Title: _____

Email: _____

Phone: _____

3. I acknowledge that all information submitted to the Detroit Land Bank Authority, in response to this RFQQ is true, complete, and correct to the best of my knowledge and belief.

4. I acknowledge that should the Organization discover that any information submitted in response to this RFQQ be false, incomplete, or incorrect, the Organization is under a duty and obligation to immediately provide the Detroit Land Bank Authority with the true, complete, and correct information.

5. I acknowledge that the Organization is under an ongoing duty and obligation to renew and/or update and submit to the Detroit Land Bank Authority documents that are subject to expiration (e.g., professional license(s), tax clearance(s)).

6. I further acknowledge that the Organization is under an ongoing duty and obligation to submit additional documents and information as the Detroit Land Bank Authority.

[Signatures commence on the following page]

Dated: _____

_____ [CONTRACTOR]

By: _____

Name: _____

Its: _____

This document was acknowledged, subscribed and sworn before me
this ____ day of _____, 202_, by
_____, _____, of
_____ [CONTRACTOR].

Signature of Notary

Printed name of Notary

Notary Public, State of Michigan, County of: _____

My commission expires: _____

Acting in the County of: _____