

# DETROIT LAND BANK AUTHORITY

## REQUEST FOR VENDOR QUALIFICATIONS AND QUOTATION FOR INVESTIGATOR & SECURITY SERVICES

**RFQQ #23AD364**  
(Paper bid)

Email RFQQ submittals to [procurement@detroitlandbank.org](mailto:procurement@detroitlandbank.org)

**Release Date: Friday, September 15, 2023**

**DLBA Designated Point(s)-of-Contact:**

Procurement Manager:

[procurement@detroitlandbank.org](mailto:procurement@detroitlandbank.org)

phone: 313-974-6869

Administered and evaluated by:

The Detroit Land Bank Authority (DLBA)  
500 Griswold St., Ste. 1200  
Detroit, MI 48226

## Table of Contents

I.	Introduction .....	3
II.	Designated Points of Contact for this RFQQ .....	3
III.	Questions Regarding this RFQQ .....	3
IV.	Pre-Submittal Meeting .....	3
V.	Criteria for Vendor Selection.....	3
VI.	Qualifications Content .....	4
VII.	Instructions on Completing the Price Sheet for this RFQQ .....	5
VIII.	Submittal of Qualifications and Quotations .....	5
IX.	Submittal Deadline .....	5
X.	Conditions on the Submittal of Qualifications.....	6
XI.	Qualifications Opening & Reading .....	6
XII.	Evaluation and Tabulation of Qualifications and Quotations .....	6
XIII.	Preliminary Determination of and Recommendation for Pre-Qualification.....	7
XIV.	Determination of Pre-Qualification .....	7
XV.	No Guarantee of Award.....	7
XVI.	Clarifications, Modification or Amendments to this RFQQ.....	7
XVII.	Cancellation or Withdrawal of this RFQQ .....	8
XVIII.	Discovery of Discrepancies, Errors, or Omissions in any RFQQ Document.....	8
XIX.	Technical Difficulties with BidNet.....	8
XX.	Definition of Terms .....	8
XXI.	Ethics and Compliance Hotline .....	9

## **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 purpose of this RFQQ is to provide DLBA departments with multiple qualified vendors that they may choose to purchase from services from. The DLBA will contact qualified vendors directly and negotiate contract, terms, including period of performance, individually.

## **II. Designated Points of Contact for this RFQQ**

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

## **III. Questions Regarding this RFQQ**

Interested vendors must submit any questions regarding this RFQQ through BidNet ([www.bidnetdirect.com](http://www.bidnetdirect.com)). The DLBA will post all answers to any questions through BidNet.

## **IV. Pre-Submittal Meeting**

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

## **V. 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. Legal process server
  - ii. Legal photography services
  - iii. Building/personal security services
  - iv. Locksmith services
- 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.

## **VI. 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](https://buildingdetroit.org/non-demolition-open-rfps) 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.*)

## VII. 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 Itemized Price Sheet must have the same scope of service lines listed as the posted Itemized 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. **Contractor Name.** Respondents must complete the Contractor Name on row 5 of Exhibit A's Itemized Price Sheet. The legal entity identified on the Itemized Price Sheet must match the legal entity identified on the Resolution of Corporate Authority provided.
- B. **Cost Fields.** For every scope of service associated with this RFQQ, Respondents must enter a dollar value in each column C, D, E, F, G, and H for each scope of services line they are bidding on and "NA" for any they are NOT bidding on. **Respondents are not required to bid a dollar value for each scope of services line.**

The DLBA reserves the right to determine any Itemized Price Sheet with a missing cost as an incomplete form and a non-responsive proposal which may be subject to a determination of ineligibility.

## VIII. Submittal of Qualifications and Quotations

- A. Submittal via email. Respondents must submit their completed response in one PDF file via email in the following format:
  - a. Email to: [procurement@detroitlandbank.org](mailto:procurement@detroitlandbank.org)
  - b. Subject line: Name of Organization – RFQQ 23AD364
- B. Submittal by Facsimile or Any Other Means. The DLBA will not accept any proposal submitted by facsimile 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.

## IX. Submittal Deadline

The DLBA will continue to receive qualifications until sufficient vendor capacity is established. The RFQQ will close once that is established. Notification of closing will occur via a posted addendum. Under no circumstances will the DLBA accept qualifications which are submitted after the RFQQ is closed. Interested vendors assume all responsibility for submitting qualifications and ensuring receipt of those qualifications prior to the deadline.

The DLBA reserves the right to change the submittal deadline through BidNet.

## **X. Conditions on the Submittal of Qualifications**

Qualifications which are submitted in response to this RFQQ are subject to the following conditions:

- A. Voluntary Submittal. The submittal of qualifications is strictly voluntary on the part of the Respondent, and the Respondent assumes all responsibility for the preparation and submittal of the qualifications 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 qualifications.
- B. Public Disclosure. All qualifications are subject to public disclosure in accordance with Federal and State law (Freedom of Information Act).
- C. Property of DLBA. All submitted qualifications will become property of the DLBA, and the DLBA will keep and maintain the qualifications in accordance with all applicable policies and rules.
- D. No Withdrawal of Qualifications and Quotations. A Respondent may NOT withdraw any qualifications or quotations once submitted to and received by the DLBA.
- E. 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).

## **XI. Qualifications Opening & Reading**

The opening and reading of the qualifications and quotations are not subject to a public opening process. The DLBA will not hold a public opening and reading of qualifications.

## **XII. Evaluation and Tabulation of Qualifications and Quotations**

- 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 a missing form/document as incomplete.
- B. Alternate or Incorrect Forms/Documents. Where forms/documents are provided in the Exhibits associated with this RFQQ, Respondents must use only those forms/documents. The DLBA will consider the use of an alternate or incorrect form/document as a missing form/document and will consider the qualifications as incomplete.
- C. Incomplete Forms/Documents. Respondents must complete and submit all required forms/documents associated with this RFQQ. The DLBA may consider any qualifications with an incomplete form/document as incomplete.

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 or Deficiency. The DLBA reserves the right to waive any reasonable, nonmaterial irregularity or deficiency in any qualifications 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.

### **XIII. Preliminary Determination of and Recommendation for Pre-Qualification**

The Procurement Manager will issue a recommendation of potential pre-qualified vendors to the DLBA CFO/COO and CEO upon review and evaluation of the documents submitted by the Respondent.

### **XIV. Determination of Pre-Qualification**

The DLBA will review the recommended pre-qualified vendors and communicate a response to the vendor's designated point(s) of contact via e-mail within forty-five (45) business days from the date receipt of either the hard copy or electronic submittal, whichever is later.

### **XV. No Guarantee of Award**

The DLBA does not guarantee any work for any pre-qualified vendor as a result of a determination of pre-qualification. Pre-qualified vendors must receive a Notice of Award, an executed Services Agreement, and Notice to Proceed before beginning any work on behalf of the DLBA.

### **XVI. Clarifications, Modification or Amendments to this RFQQ**

The DLBA reserves the right to clarify, modify or amend this RFQ at any time. The DLBA will clarify, modify, or amend this RFQQ through BidNet.

## **XVII. Cancellation or Withdrawal of this RFQQ**

The DLBA reserves the right to cancel or withdraw this RFQ at any time. The DLBA will cancel or withdraw this RFQQ through BidNet.

## **XVIII. Discovery of Discrepancies, Errors, or Omissions in any RFQQ Document**

If a vendor discovers any discrepancy, error, or omission in any RFQQ document, the vendor must immediately notify the DLBA through BidNet. Any RFQQ document includes, but is not limited to, this RFQQ or any Exhibit.

## **XIX. Technical Difficulties with BidNet**

If a vendor experiences any technical difficulties with BidNet, that vendor must immediately contact the BidNet customer support line at (800) 835-4603. If the matter is not resolved, the vendor must contact the designated point(s) of contact for this RFQQ.

## **XX. 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. Officer(s) or employee(s) of the corporation authorized to execute or guarantee and commit the corporation to the conditions, obligations, stipulations, and undertakings entered between the DLBA and the Company in order to perform the Services as outlined in the Agreement.
- C. City. The Charter City of Detroit, Michigan.
- D. Determination of Pre-Qualification. A conditional status granted by the DLBA to a Respondent who has complied with the terms and conditions of this RFQQ.
- E. Detroit Land Bank Authority (DLBA). A Michigan public body corporate.
- F. Incomplete Qualifications. Qualifications which are submitted with a missing, alternate/incorrect, or incomplete form/document.
- G. Respondent. An interested legal entity who submits qualifications in response to this RFQQ.
- H. RFQQ Document. This document and any other document incorporated herein by attachment, Exhibit, or reference.
- I. Request for Proposals (RFP). A request by the DLBA for price proposals and other required documentation for the maintenance and/or alteration of residential structures. An individual RFP is denoted by a sequence of numbers which generally correspond to the year of release/publication followed by two letters of the alphabet, and three additional numbers i.e., RFP Group # 23RR123.
- J. Pre-Qualified Vendor. A Respondent who has been granted a conditional status by the DLBA.



## **XXI. 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, customers, and the public. Any and 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 need not be 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](http://www.lighthouse-services.com/detroitlandbank)

Telephone:

- English-speaking, USA & Canada: 844-446-0004
- Spanish-speaking, USA & Canada: 800-216-1288

E-mail: [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com) (MUST include "Detroit Land Bank" in report)

Fax: (215) 689-3885 (MUST include "Detroit Land Bank" in report)

# **Scope of Services**

Investigator and Security Services – September 2023

## **Legal Postering Services, Scope of Work Service Lines 1-7:**

### **1. Legal Posting Structure only, w/Notarized Affidavit and a Photo of front of Structure**

Contractor will affix DLBA-provided legal posting to the front exterior (front door if applicable) of the structure, complete required affidavit, provide a photo of the structure reflecting the legal posting affixed to the exterior and email the affidavit and photo to the DLBA's point of contact.

### **2. Legal Posting of Vacant Lot only, w/Notarized Affidavit and a Photo of front of Vacant Lot**

Contractor will affix DLBA-provided legal posting to the vacant lot, complete required affidavit and provide a photo of the lot reflecting the legal posting affixed to the vacant lot. The affidavit and photo are to be emailed to the DLBA's point of contact. Contractor should assume it will be providing its own board/stake on which to affix the legal posting. Contractor may be required to use GPS navigation or alternative location devices/tools to determine actual geographic location of vacant lot as the street may be devoid of any structures.

### **3. Public Building Postings, w/Notarized Affidavit**

Contractor will affix DLBA provided legal posting to the following locations' respective community legal posting area:

Coleman A. Young Municipal Building, 2 Woodward Ave., Detroit, MI

Frank Murphy Hall of Justice, 1441 St. Antoine, Detroit, MI

United States Post Office, 1401 West Fort Street, Detroit, MI

Complete the required affidavit and email the affidavit to the DLBA's point of contact.

### **4. Postering w/Notarized Affidavit, up to 4 Photos**

This Service does not require entry into any structure. Photos should be taken of all four sides of the property (which should consist of Contractor providing 4 photos, as needed, to show all visual exterior conditions of the property. Photos of the property must include the full view of the structure from top to bottom. Contractor must post DLBA-approved notice poster to the exterior (front door if applicable) of the structure, unless property is observed to be occupied. Photos of the posted notice, along with all four sides of the property, and a notarized affidavit identifying the condition(s) of the property are required to consider the request complete and eligible for payment.

If property is occupied, a photo of the front of the structure should be taken along with a notarized affidavit stating the property is occupied, or believed to be occupied, and the reason(s) as to why.

# Scope of Services

Investigator and Security Services – September 2023

NAP Postering (To the extent possible, photos should demonstrate any of the following that may exist on the property):

- Photo identifying the numeric address
- Photo identifying the DLBA notice posted to the exterior of the structure
- Missing, broken, or boarded windows and doors
- Holes in exterior foundation, walls, or roof
- Fire damage or portion of structure is collapsing
- Front and rear yards are overgrown, or dumping is present
- Any other additional conditions that would be considered as a nuisance and/or danger to the public. The completed visual inspection form should identify all conditions of the property, especially those that can be seen in the photographs. All photos and completed affidavits must be uploaded to Salesforce or another DLBA-designated source to be eligible for payment.

## **5. Postering w/Notarized Affidavit, 5 to 10 Photos**

This Service does not require entry into any structure. Photos should be taken of all four sides of the property (which should consist of Contractor providing 5 to 10 photos, as needed, to show all visual exterior conditions of the property. Photos of the property must include the full view of the structure from top to bottom. Contractor must post DLBA-approved notice poster to the exterior (front door if applicable) of the structure, unless property is observed to be occupied. Photos of the posted notice, along with all four sides of the property, and a notarized affidavit identifying the condition(s) of the property are required to consider the request complete and eligible for payment.

NAP Postering (To the extent possible, photos should demonstrate any of the following that may exist on the property):

- Photo identifying the numeric address
- Photo identifying the DLBA notice posted to the exterior of the structure
- Missing, broken, or boarded windows and doors
- Holes in exterior foundation, walls, or roof
- Fire damage or portion of structure is collapsing
- Front and rear yards are overgrown, or dumping is present
- Any other additional conditions that would be considered as a nuisance and/or danger to the public. The completed visual inspection form should identify all conditions of the property, especially those that can be seen in the photographs. All photos and completed affidavits must be uploaded to Salesforce or another DLBA-designated source to be eligible for payment.

## **6. Postering w/o Affidavit, up to 4 Photos**

This Service does not require entry into any structure. Photos should be taken of all four sides of the property (which should consist of Contractor providing 4 photos, as needed, to show all

## Scope of Services

Investigator and Security Services – September 2023

visual exterior conditions of the property. Photos of the property must include the full view of the structure from top to bottom. Contractor must post DLBA-approved notice poster to the exterior (front door if applicable) of the structure unless property is observed to be occupied. Photos of the posted notice, along with photos of all four sides of the property identifying the condition(s) of the property, are required to consider the request complete and eligible for payment. If property is occupied, Contractor should take a photo of the front of the structure demonstrating the property is occupied, or believed to be occupied, and the reason(s) as to why. All photos must be uploaded to Salesforce or another DLBA-designated source to be eligible for payment.

NAP Postering (To the extent possible, photos should demonstrate any of the following that may exist on the property):

- Photo identifying the numeric address,
- Photo identifying the DLBA notice posted to the exterior of the structure
- Missing, broken, or boarded windows and doors
- Holes in exterior foundation, walls, or roof
- Fire damage or portion of structure is collapsing
- Front and rear yards are overgrown, or dumping is present
- Any other additional conditions that would be considered as a nuisance and/or danger to the public. The completed visual inspection form should identify all conditions of the property, especially those that can be seen in the photographs. All photos must be uploaded to Salesforce or another DLBA-designated source to be eligible for payment.

### **7. Postering w/o Affidavit, 5 to 10 Photos**

This Service does not require entry into any structure. Photos should be taken of all four sides of the property (which should consist of Contractor providing 5 to 10 photos, as needed, to show all visual exterior conditions of the property. Photos of the property must include the full view of the structure from top to bottom. Contractor must post DLBA-approved notice poster to the exterior (front door if applicable) of the structure unless property observed to be occupied. Photos of the posted notice, along with photos of all four sides of the property identifying the condition(s) of the property, are required to consider the request complete and eligible for payment.

NAP Postering (To the extent possible, photos should demonstrate any of the following that may exist on the property):

- Photo identifying the numeric address
- Photo identifying the DLBA notice posted to the exterior of the structure
- Missing, broken, or boarded windows and doors
- Holes in exterior foundation, walls, or roof
- Fire damage or portion of structure is collapsing

## **Scope of Services**

Investigator and Security Services – September 2023

- Front and rear yards are overgrown, or dumping is present
- Any other additional conditions that would be considered as a nuisance and/or danger to the community. The completed visual inspection form should identify all conditions of the property, especially those that can be seen in the photographs. All photos must be uploaded to Salesforce or another DLBA-designated source to be eligible for payment.

### **Photo Services, Scope of Work Lines 8-14**

#### **8. Photos & Affidavit, up to 4 Photos**

This Service does not require entry into any structure. Photos should be taken of all four sides of the property (which should consist of Contractor providing 4 photos, as needed, to show all visual exterior conditions of the property. Photos of the property must include the full view of the structure from top to bottom. Photos, including all four sides of the property, and a notarized affidavit identifying the condition(s) of the property are required to consider the request complete and eligible for payment.

If property is occupied, a photo of the front of the structure should be taken demonstrating the property is occupied, or believed to be occupied, and the reason(s) as to why.

All photos must be uploaded to Salesforce or another DLBA-designated source to be eligible for payment (To the extent possible, photos should demonstrate any of the following that may exist on the property):

- Photo identifying the numeric address, if possible
- Missing, broken, or boarded windows and doors
- Holes in exterior foundation, walls, or roof
- Fire damage or portion of structure is collapsing
- Front and rear yards are overgrown, or dumping is present
- Any other additional conditions that would be considered as a nuisance and/or danger to the public. The completed visual inspection form should identify all conditions of the property, especially those that can be seen in the photographs. All photos must be uploaded to Salesforce or another DLBA-designated source to be eligible for payment.

#### **9. Photos & Affidavit, 5 to 10 Photos**

This Service does not require entry into any structure. Photos should be taken of all four sides of the property (which should consist of Contractor providing 5 to 10 photos, as needed, to show all visual exterior conditions of the property. Photos of the property must include the full view of the structure from top to bottom. Photos, including all four sides of the property, and a notarized affidavit identifying the condition(s) of the property are required to consider the request complete and eligible for payment.

## Scope of Services

Investigator and Security Services – September 2023

If property is occupied, a photo of the front of the structure should be taken demonstrating the property is occupied, or believed to be occupied, and the reason(s) as to why.

All photos must be uploaded to Salesforce or another DLBA-designated source to be eligible for payment (To the extent possible, photos should demonstrate any of the following that may exist on the property):

- Photo identifying the numeric address, if possible
- Missing, broken, or boarded windows and doors
- Holes in exterior foundation, walls, or roof
- Fire damage or portion of structure is collapsing
- Front and rear yards are overgrown, or dumping is present

Any other additional conditions that would be considered as a nuisance and/or danger to the public. The completed visual inspection form should identify all conditions of the property, especially those that can be seen in the photographs. All photos must be uploaded to Salesforce or another DLBA-designated source to be eligible for payment.

### **10. Interior & Exterior Assessment Photos, excluding Compliance**

Site visit for inspection and detailed exterior assessment of entire parcel and/or structure, including verification and determination of structure viability, occupancy, size, and locations, and/or determination of extent of property owner's compliance with rehab and/or development requirements.

All photos must be uploaded to Salesforce or another DLBA-designated source to be eligible for payment (To the extent possible, photos should demonstrate any of the following that may exist on the property):

- Photo identifying the numeric address, if possible
- Photo identifying the DLBA notice posted to the exterior of the structure
- Missing, broken, or boarded windows and doors
- Holes in exterior foundation, walls, or roof
- Fire damage or portion of structure is collapsing
- Front and rear yards are overgrown, or dumping is present
- Any other additional conditions that would be considered as a nuisance and/or danger to the public. If property is suspected vacant, the request may include a request to walk property interior to confirm occupancy status. If interior walk through is required, photos of all interior rooms, all four sides of the property exterior and electrical meter, if accessible, must be provided. Photos of interior rooms, including basement rooms should encompass as much of the room as possible (ceiling/walls/floors.). Contractor shall only enter the interior of a privately-owned structure upon express written consent of the property owner.

## Scope of Services

Investigator and Security Services – September 2023

The completed visual inspection form should identify all conditions of the property, especially those that can be seen in the photographs. If Contractor is approved for providing a link to photos, the link must directly take the DLBA reviewer (no log in required) to the photos of the selected service only. All photos must be uploaded to Salesforce or another DLBA-designated source to be eligible for payment.

### 11. Compliance Closeout Photos (Interior & Exterior)

All photos and supporting documentation must be uploaded into the DLBA's designated system or uploaded through the DLBA's Salesforce link. The work submitted must contain time/date stamped photos and any supporting documentation available for review upon DLBA request.

- a. **Interior**-Contractor must arrange the scheduling for all Compliance closeout photo requests with the property owner. Contractor will be required to contact the property owner to finalize the appointment date and time. Once the appointment is confirmed and Contractor has obtained the required photos, Contractor is required to upload photos to the DLBA's designated system or transmitted through provided DLBA Salesforce link.

Photos must include, but are not limited to:

1. **Functional Bathroom**-Full view of the bathroom including the toilet and sink.
2. **Functional Kitchen**-Full view of the kitchen including the countertop(s), sink, faucet with running water and cooking element.
3. **Installed Furnace**-Furnace including the front, top and bottom in the photo(s).
4. **Installed Hot Water Tank**-Hot water tank including the front, top and bottom in the photo(s).
5. **BSEED Inspection** (Auction Program Only)-Green or Red inspection sticker.

- b. **Exterior**-Full view of all four sides of the structure's exterior including the yard.

### 12. Compliance Photos with Letter (Exterior)

Exterior inspection only. This Service does not require entry into any structure. Photos should be taken of all four sides of the property and must include the full view of the structure from top to bottom without obstructions. Contractor must affix the DLBA approved letter to the front exterior of the structure, preferably the front door.

### 13. Photos Only-Up to 4 Photos

Photos should illustrate the following, where applicable:

- Photo identifying the numeric address, if possible
- Missing, broken, or boarded windows and doors
- Holes in exterior foundation, walls, or roof
- Fire damage or portion of structure is collapsing

## **Scope of Services**

Investigator and Security Services – September 2023

- Front and rear yards are overgrown, or dumping is present. Any other additional conditions that would be considered as a nuisance and/or danger to the community. If property is suspected vacant, the request may include a request to walk the property interior to confirm occupancy status. If interior walk through is required, photos of all interior rooms, all four sides of the property exterior and electrical meter, if accessible, must be provided. Photos of interior rooms, including basement rooms should encompass as much of the room as possible (ceiling/walls/floors.). Contractor shall only enter the interior of a privately-owned structure upon express written consent of the property owner.

The completed visual inspection form should identify all conditions of the property, especially those that can be seen in the photographs. All photos must be uploaded to Salesforce or another DLBA-designated source to be eligible for payment.

### **14. Photos Only-5 to 10 Photos**

Photos should illustrate the following where applicable:

- Photo identifying the numeric address, if possible
- Photo identifying the DLBA notice posted to the exterior of the structure
- Missing, broken, or boarded windows and doors
- Holes in exterior foundation, walls, or roof
- Fire damage or portion of structure is collapsing
- Front and rear yards are overgrown, or dumping is present. Any other additional conditions that would be considered as a nuisance and/or danger to the community. If property is suspected vacant, the request may include a request to walk the property's interior to confirm occupancy status. If interior walk through is required, photos of all interior rooms, all four sides of the property exterior and electrical meter, if accessible, must be provided. Photos of interior rooms, including basement rooms should encompass as much of the room as possible (ceiling/walls/floors.). Contractor shall only enter the interior of a privately-owned structure upon express written consent of the property owner.

The completed visual inspection form should identify all conditions of the property, especially those that can be seen in the photographs. All photos must be uploaded to Salesforce or another DLBA-designated source to be eligible for payment.

### **Personal Service & Document Delivery, Scope of Work Service Lines 15-18**

#### **15. Document Delivery and Personal Notification**

Contractor on behalf of DLBA (non-investigative) is required to deliver the DLBA provided document(s) and/or notification(s) to the requested recipient(s). A notarized affidavit is required to consider the request complete and eligible for payment.

#### **16. Personal Service**



## **Scope of Services**

Investigator and Security Services – September 2023

Contractor on behalf of the DLBA is required to attempt personal contact, up to three times, if necessary, with the person or entity named for each interest holder and/or defendant named by DLBA in a particular lawsuit provided person and/or entity is in the State of Michigan. The DLBA will provide initial contact address information. The attempts of service are not limited to the Wayne County area. Additionally, the DLBA does not pay gas/mileage fees for personal service. Contractor may be asked to use skip tracing, or similar DLBA-approved database, if the initial address contact information is inaccurate. Invoice fees will be rejected if prior approval for skip tracing is not obtained. Contractor may be required to pick up personal service packages from a DLBA business partner located in metro Detroit. Contractor must draft an Affidavit of Non-Service detailing the attempt(s) made and the result from the attempt(s) if Contractor cannot make personal contact with the person or entity named. Contractor must draft an Affidavit of Service and/or Proof of Service with a description of the person or entity served if the contractor serves the identified individual(s) or entity(ies).

### **17. Personal Service Outside of Michigan**

Contractor will coordinate with process servers outside the State of Michigan, including outside the United States, to personally serve the person or entity named by the DLBA. The DLBA will provide initial contact address information. Contractor may be asked to use skip tracing, or similar DLBA-approved database, if the initial addresses are inaccurate. Invoice fees will be rejected if prior approval for skip tracing is not obtained. Contractor may be required to pick up personal service packages from a DLBA business partner located in metro Detroit. Contractor must draft an Affidavit of Non-Service detailing the attempt(s) made and the result from the attempt(s) if Contractor cannot make personal contact with the person or entity named. Contractor must draft an Affidavit of Service and/or Proof of Service with a description of the person or entity served if the contractor serves the identified individual(s) or entity(ies). If Contractor utilizes third party out-of-state vendor, all fees for personal service exceeding \$150.00 must be pre-approved by the DLBA. Contractor shall not utilize third party out-of-state vendor which requires prepayment for effectuating personal service.

### **18. Skip Tracing Fee**

Contractor must receive authorization prior to utilizing skip tracing tools or techniques in conjunction with assigned personal service work.

### **Court Appearances & Meetings, Scope of Work Service Lines 19-22**

#### **19. Court Appearance**

Contractor may be required to attend and/or testify at court hearings/proceedings related to work performed on behalf of the DLBA.

## **Scope of Services**

Investigator and Security Services – September 2023

### **20. Preparation for Deposition/Court**

Contractor may be required to prepare with a DLBA legal representative(s) prior to attending and/or testifying at court hearings/proceedings related to work performed on behalf of the DLBA.

### **21. Deposition(s)**

Contractor may be required to provide a deposition(s) for work performed on behalf of the DLBA.

### **22. Meeting(s)**

Contractor may be required to attend DLBA program meeting(s) to discuss program matters. Meetings may be in person, virtually or by phone.

### **Site Visits & Inspections, Scope of Work Service Lines 23-29**

#### **23. Inspection to Determine Occupancy**

Contractor will perform investigative site visits to DLBA-owned properties to determine occupancy. Contractor will be required to take photos of all four sides of the property showing all visual exterior conditions of the property. The property photos must include the full view of the structure from top to bottom without obstructions. Contractor may be required to provide up to 8 photos to document the occupancy. Additionally, Contractor must post the DLBA-approved notice/poster to the exterior of the structure, front door if applicable, unless instructed differently. Photos of the posted notice along with all four sides of the property are required documentation for the request to be completed and eligible for payment.

Additionally, a statement detailing why Contractor believes the property to be occupied should accompany the photo of the front of the structure. All photos must be uploaded into Salesforce or another DLBA-designated source to be eligible for payment. If Contractor is approved to provide a photo link, the link must be directly connected to the photos of only the selected service site and be accessible for review by the DLBA.

#### **24. Evaluation of Occupancy/Site Visit**

Contractor will perform and complete a visual inspection form to determine if the property is vacant or occupied. If the property is suspected to be vacant, the work order request may require Contractor to walk the property's interior to confirm occupancy status. Interior photos, if requested, should include all interior rooms encompassing as much of the room as possible including floors, ceiling, and walls. Interior rooms must also include the basement if applicable.

## **Scope of Services**

Investigator and Security Services – September 2023

Additionally, a statement detailing why Contractor believes the property to be occupied should accompany the photo of the front of the structure. All photos must be uploaded into Salesforce or another DLBA-designated source to be eligible for payment. If Contractor is approved to provide a photo link, the link must be directly connected to the photos of only the selected service site and be accessible for review by the DLBA.

### **25. Unauthorized Activity Investigation/Coordination/Removal**

Contractor will conduct preliminary investigations and interviews related to unauthorized activity at DLBA-owned property.

### **26. Detroit Police Department Coordination**

Contractor will coordinate and allow access to property to remove people, animals, or vehicles at DLBA-owned properties. This may also include, but is not limited to, representing the DLBA during the execution of writ of eviction, search, or arrest warrants at DLBA-owned property.

### **27. Surveillance of Property or Activity**

Contractor will conduct surveillance of people or activities at a DLBA-owned property.

### **28. Conducting Interview(s)/Investigation(s) with Witnesses or the Public**

Contractor will interview occupants and subjects related to DLBA investigation(s), and may at time collect documents from the same. This includes direct contact with the public and coordination with occupants for document pick-up. Interviews may include suspected fraudulent real estate transfers or other legal matters for which notes, recordings, and nuanced observations may be relied upon later or subpoenaed in related litigation.

### **29. Private Property Showings**

Contractor will provide access to DLBA-owned property for open houses, ad hoc inspections, property appraisals, property cleanings and marketing personnel.

## **Securing Properties, Scope of Work Service Lines 30-36**

### **30. Emergency Board Up-Standard Opening**

Contractor will be provided with limited notice, typically two hours or less, to board up a standard first floor opening(s) using plywood material, not including a doorway, at a DLBA-owned property in coordination with an eviction. Contractor must be able to cut and secure boards at property site.

### **31. Emergency Board Up-Door**

## **Scope of Services**

Investigator and Security Services – September 2023

Contractor will be provided with limited notice, typically two hours or less, to board up entry door using plywood material at a DLBA-owned property in coordination with an eviction. Contractor must be able to cut and secure boards at property site.

### **32. Emergency Build Entry Door, Lock Included**

Contractor will be provided with limited notice, typically two hours or less, to build an entry door made of plywood material to allow access to the structure, including a hasp/eye bolt with a heavy duty “protected neck” combination lock, coded as requested by the DLBA.

### **33. Emergency Install Hasp/Padlock**

Contractor will be provided with limited notice, typically two hours or less, to install a hasp/eye bolt with a heavy duty “protected neck” combination lock, coded as requested by the DLBA.

### **34. Emergency Keyed Lock Removal**

Contractor will be provided with limited notice, typically two hours or less, to remove a keyed lock at a DLBA-owned property in coordination with eviction services.

### **35. Lock Change**

Contractor will perform lock change at a DLBA-owned property as directed by DLBA.

### **36. Lock Replacement**

Contractor will perform lock replacement at a DLBA-owned property as directed by DLBA.

## **Security Services, Scope of Work Service Lines 37-46**

### **37. Provide Access at DLBA-owned Property**

Contractor will provide access to DLBA-owned property upon request to DLBA vendors, illegal occupants to obtain personal items after an eviction, and to neighbors who have illegally stored items on DLBA property.

### **38. Forced Entry**

Contractor will provide entry to a DLBA-owned structure, with a secured or reinforced door that cannot be accessed through typical methods associated with board removal or keyed lock removal.

### **39. Security Staffing**

Contractor will provide security staffing upon request at DLBA events, including but not limited to, open houses, side lot fairs, buyback events, and scheduled property viewings.

# **Scope of Services**

Investigator and Security Services – September 2023

## **40. Security Supervision Staffing**

Contractor will provide supervision security staffing upon request at DLBA events, including but not limited to, open houses, side lot fairs, buyback events, and scheduled property viewings.

## **41. De-icing of Properties**

Contractor will de-ice DLBA-owned properties, including but not limited to, sidewalks, driveways, and porches, as requested by DLBA.

## **42. Security Assessments**

Contractor will complete a security assessment to identify vulnerable points of entry and formulate remediation steps (pre-construction and post-construction.) The assessment should include methodologies and supporting photos along with an executive summary identifying all findings and recommendations.

## **43. Daily Security Checks**

Contractor will perform and complete a daily exterior inspection of each assigned property (at different time intervals) to ensure that the property is secure, and that there are no signs that the property is being prepped for a security breach. The security check report is due every night and should list each assigned property and the relevant security findings, i.e., secure, window tamper, door left open, etc.

## **44. Weekly Security Checks**

Contractor will perform and complete a weekly exterior inspection of each assigned property (at different day/time intervals) to ensure that the property is secure, and that there are no signs that the property is being prepped for a security breach. The security check report is due every night and should list each assigned property and the relevant security findings, i.e., secure, window tamper, door left open, etc.

## **45. Provide Property Access at DLBA-Owned Rehab Properties**

Contractor will provide property access at DLBA-owned rehab program properties for open houses, ad hoc property inspections, appraisals, cleaning, and marketing personnel.

## **46. Respond to Security Breaches and Provide a Security Breach Report**

Contractor will respond to the DLBA-owned property security breach and provide a security breach report to the DLBA. The report should be delivered the same day if the security breach occurs between 12 am and 6 pm or by 10 am the following day if the security breach occurs outside of those hours.

## **Scope of Services**

Investigator and Security Services – September 2023

Contractor must report to the property once a notification is received reflecting a possible security breach from the DLBA alarm company partner. Contractor will then contact the Detroit Police Department if the property has been breached. Contractor will prepare the security breach report which will detail the property address, contractor's arrival time at the property, the Detroit Police Department police report number, photos that display the entry point, all property damage and the mechanical systems located in the basement. Additionally, the report should contain security concerns, observations, and recommendations for mitigating future security risks.

### **Vehicle and Live Animal Removal, Scope of Work Service Lines 47-49**

#### **47. Live Animal Removal**

Contractor will contact and coordinate with the Detroit Animal Control Department for the removal of any live animals located at DLBA-owned property.

#### **48. Vehicle/Boat Removal**

Contractor will contact and coordinate with the Detroit Police Department and/or towing service company(ies) for the removal of any vehicles (excluding commercial vehicles) or boats located on DLBA-owned properties.

#### **49. Commercial Vehicle Removal**

Contractor will contact and coordinate with the Detroit Police Department and/or towing service company(ies) for the removal of any commercial vehicles located on DLBA-owned properties.

*\*\*\*Contractor is advised that any/all photographs and/or documents submitted to DLBA by Contractor in its performance of the Services set forth in this Scope may be used in legal/court proceedings\*\*\**

**List of Required Exhibits – Request for Qualifications and Quotations  
Investigator and Security Services  
RFQQ 23AD364**

<b>Exhibit</b>	<b>Document Title</b>
<b>A</b>	Organizational Information
<b>B</b>	IRS Form W-9
<b>C</b>	Resolution of Corporate Authority
<b>D</b>	Certificate of Good Standing OR Certificate of Existence
<b>E</b>	Exhibit A Price Sheet
<b>F</b>	Proof of Experience
<b>G</b>	Proof of Insurance
<b>H</b>	Approved City of Detroit Income Tax Clearance
<b>I</b>	Approved City of Detroit Accounts Receivable Clearance
<b>J</b>	Fraud, Waste & Abuse, Negligence and Debarment/Suspension Affidavit
<b>K</b>	Non-Collusion Affidavit
<b>L</b>	Workers' Qualification Affidavit
<b>M</b>	Covenant of Equal Opportunity
<b>N</b>	Slavery Era Records and Insurance Disclosure
<b>O</b>	Statement of Political Contributions and Expenditures Affidavit
<b>P</b>	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 23AD364**

## **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:

- Security and surveillance services
- Locksmith services
- Legal process serving
- Legal photographic services

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

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

**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 Clearance**

Respondent must use the City of Detroit's Income Tax Clearance Application on the following page. 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.



## REQUEST FOR INCOME TAX CLEARANCE

REQUESTING DEPARTMENT/DIVISION: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

Type of Clearance: ☐ New ☐ Renewal (Please submit 30 days prior to submitting bid or expiration date)

<b>A.</b>	<b>To:</b> City of Detroit Income Tax Division Coleman A. Young Municipal Center 2 Woodward Avenue, Ste. 1220 Detroit, MI 48226  Phone: (313) 224-3328 or 224-3329 Fax: (313) 224-1741 or 224-4588	<b>For:</b> Individual _____ and/or Company Name _____  Address _____  City _____  State _____ Zip Code _____  Telephone _____ Fax # _____  E-mail Address _____
-----------	--	---

<b>B. Name of Chief Financial Officer/Authorized Contact Person</b> (include address if different from above)	Telephone # _____  Fax # _____
Employer Identification or Social Security Number	Spouse Social Security Number

Nature of Contract \_\_\_\_\_ **BID CONTRACT AMOUNT (if known):**  
Labor: \$ \_\_\_\_\_ Material: \$ \_\_\_\_\_  
  
Contract # (if known) \_\_\_\_\_

**C. ALL QUESTIONS MUST BE ANSWERED TO EXPEDITE APPROVAL PROCESS. ANY QUESTION NOT ANSWERED MAY RESULT IN A DENIAL OF INCOME TAX CLEARANCE.**

Check One: ☐ Individual ☐ Corporation ☐ Partnership ☐ Estate & Trust

**INDIVIDUALS ANSWER QUESTIONS 1,2,3,4.**

1. Have you filed joint returns with spouse during the last seven (7) years? (If yes, include spouse SSN above) ☐ Yes ☐ No
2. Are you a student, and/or claimed as a dependent on someone else's tax return? ☐ Yes ☐ No
3. Were you employed in the City of Detroit during the last seven (7) years? ☐ Yes ☐ No
4. Were you a resident of Detroit during the last seven (7) years? ☐ Yes ☐ No

**CORPORATIONS AND PARTNERSHIPS ANSWER QUESTIONS 5,6,7.**

5. Is the company a new business in Detroit? If yes, attach Employer Registration (Form DSS-4). ☐ Yes ☐ No
6. Will the company have employees working in Detroit? ☐ Yes ☐ No
7. Will the company use sub-contractors or independent contractors in Detroit? ☐ Yes ☐ No

**D. FOR INCOME TAX USE ONLY**

Has the contractor complied with the provisions of the City Income Tax Ordinance?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Signature _____	Date _____	Expires _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Signature _____	Date _____	Expires _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Signature _____	Date _____	Expires _____

VISIT OUR WEBSITE FOR INFORMATION AND TAX FORMS AT: [www.detroitmi.gov](http://www.detroitmi.gov)

NOTE: An approved Income Tax Certificate may be used in multiple city wide departments that require a bid. **Please e-mail your completed request form (preferably in pdf format) to: [IncomeTaxClearance@detroitmi.gov](mailto:IncomeTaxClearance@detroitmi.gov)**

# Requirements For Income Tax Clearance

**Background.** The City of Detroit is authorized to levy an income tax under the Uniform City

Income Tax Ordinance (No.900-F) set forth in Chapter 2 of Act 284 of the Public Acts of 1964, known as the "City Income Tax Act." "No bid shall be accepted from or contract awarded to any person who is in arrears to the City..." see Detroit codes: Sec.18-5-13, Sec. 18-10-25 and General Conditions# 28.

**What Is An Income Tax Clearance?** An **approved** Income Tax Clearance states that an

individual, business or subcontractor seeking employment or contracts with the City of Detroit has complied with all the provisions of the City Income Tax Ordinance. Contractors (individuals, businesses or Subcontractors) cannot be awarded a contract and are not authorized to perform services until they are in compliance with the City Income Tax Ordinance. **The "Request for Income Tax Clearance" form should be submitted 30 days prior to the submission for new bids or renewals of contract extensions. Please e-mail your completed request form (preferably in pdf format) to: [IncomeTaxClearance@detroitmi.gov](mailto:IncomeTaxClearance@detroitmi.gov)**

**Requirements For Individuals.** Individuals must file returns and pay income taxes, and not have any unpaid assessments. Detroit residents must file form D-1040(R). If a taxpayer claims a non-resident status, proof will be required (copy of lease, mortgage closing statements, drivers license, voter's registration, ect.). If an individual seeking a tax clearance reside within the City, but claimed dependent status on another person's tax return, or received assistance, proof may be required.

**Requirements For Businesses.** Businesses must file Corporation (D-1120) or Partnership (D-1065) returns, regardless of net profit or loss. Non-profit organizations are required to file D-1120 tax return based on non-related income. All employers located in the City or "doing business within the City" must withhold City of Detroit income taxes from employees' compensation. Employers subject to withholding tax must file monthly or quarterly forms D-941/501, as well as, form DW-3 (Annual Reconciliation) with W2's. All assessments must be paid. New employers must request an Employer's Package and register with the City by completing and submitting an Employer's Withholding Registration form DSS-4. Contractors must supply a list of subcontractors with federal identification numbers or social security numbers. Contractors must also supply the federal identification numbers used for their leased employees.

**Income Tax Clearance Denials.** Income Tax Clearances are denied based on one or more of the following reasons:

1. Missing withholding payments, DW-3 Annual Reconciliation with W2's,

2. Unpaid assessments

3. Missing tax returns

Related data regarding taxpayers are confidential, therefore, reasons for denial are given only to the taxpayer or authorized representative with power of attorney. Taxpayers with denied clearances may visit our office to obtain information about their account or to submit requested information.

**Appointments are not necessary. For additional information contact the Clearance Section at (313) 224-3328 or (313) 224-3329. Our office is located in the Coleman A. Young Municipal Center, 2 Woodward Avenue, Suite 1220. Office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday.**

Rev 12/14

**Exhibit I**  
**Approved City of Detroit Accounts Receivable Clearance**

Respondents must use the City of Detroit's Request for Accounts Receivable Clearance Application on the following page. 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.

## CITY OF DETROIT

ACCOUNTS RECEIVABLE CLEARANCE APPLICATION  
2 WOODWARD AVENUE, SUITE 106, COLEMAN A. YOUNG MUNICIPAL CENTER  
REVENUE & TAX EXAMINATION OFFICE (313) 224-2389 / FAX: (313) 224-1901 /  
[RevenueCollections@DetroitMI.gov](mailto:RevenueCollections@DetroitMI.gov)

☐ **SECTION A:** ☐ BUSINESS LICENSE ☐ BUDGET ☐ CITY COUNCIL ☐ DDOT ☐ DPW ☐ OCFO ☐ FIRE ☐ HEALTH  
☐ CIVIL RIGHTS ☐ LAW ☐ MAYOR ☐ OMBUDSMAN ☐ HOUSING & REV ☐ POLICE ☐ PURCHASING  
☐ RECREATION ☐ WATER & SEWAGE ☐  
OTHER \_\_\_\_\_

ADDRESS OF  
DEPARTMENT \_\_\_\_\_

DATE SENT \_\_\_\_\_ CONTACT  
PERSON \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX  
NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_ **CONTRACT AMOUNT**  
\$ \_\_\_\_\_

☐ **SECTION B: CORPORATION**

LICENSE

TYPE \_\_\_\_\_  
CORPORATION  
NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

☐ OWN ☐ LEASE

**CITY PERSONAL PROPERTY NUMBER** \_\_\_\_\_ **FID / EIN**  
**NUMBER** \_\_\_\_\_

OTHER CITY-OWNED PROPERTY  
PARCELS \_\_\_\_\_

\_\_\_\_\_ CONTACT PERSON \_\_\_\_\_ PHONE  
NUMBER \_\_\_\_\_

**EMAIL**  
**ADDRESS** \_\_\_\_\_  
\_\_\_\_\_

☐ **SECTION C: PARTNERSHIP**

LICENSE

TYPE \_\_\_\_\_  
BUSINESS  
NAME \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ ☐ OWN ☐ LEASE

**CITY PERSONAL PROPERTY NUMBER** \_\_\_\_\_ **FID / EIN**  
**NUMBER** \_\_\_\_\_



**A: PARTNER'S NAME** \_\_\_\_\_ **PHONE**  
**NUMBER** \_\_\_\_\_

**HOME**  
**ADDRESS** \_\_\_\_\_ **CITY/STATE/ZIP** \_\_\_\_\_ ☐

**OWN** ☐ **LEASE**

**DRIVER'S LICENSE**  
**#** \_\_\_\_\_

**OTHER CITY-OWNED PROPERTY PARCELS**  
\_\_\_\_\_  
\_\_\_\_\_

**B. PARTNER'S NAME** \_\_\_\_\_ **PHONE**  
**NUMBER** \_\_\_\_\_

**HOME ADDRESS** \_\_\_\_\_  
**CITY/STATE/ZIP** \_\_\_\_\_ ☐ **OWN** ☐ **LEASE**

**DRIVER'S LICENSE**  
**#** \_\_\_\_\_

**OTHER CITY-OWNED PROPERTY PARCELS**  
\_\_\_\_\_  
\_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_ **PHONE**  
**NUMBER** \_\_\_\_\_

**EMAIL**  
**ADDRESS** \_\_\_\_\_  
\_\_\_\_\_

☐ **SECTION D: SOLE PROPRIETORSHIP**

**LICENSE**

**TYPE** \_\_\_\_\_  
**BUSINESS**  
**NAME** \_\_\_\_\_

**BUSINESS ADDRESS** \_\_\_\_\_ **CITY/STATE/ZIP**  
\_\_\_\_\_ ☐ **OWN** ☐ **LEASE**

**CITY PERSONAL PROPERTY NUMBER** \_\_\_\_\_ **FID / EIN**  
**NUMBER** \_\_\_\_\_

**OWNER'S NAME** \_\_\_\_\_ **DRIVER'S LICENSE #** \_\_\_\_\_ **PHONE**  
**NUMBER** \_\_\_\_\_

**HOME ADDRESS** \_\_\_\_\_ **CITY/STATE/ZIP**  
\_\_\_\_\_ ☐ **OWN** ☐ **LEASE**

**OTHER CITY-OWNED PROPERTY**  
**PARCELS** \_\_\_\_\_  
\_\_\_\_\_

**EMAIL**  
**ADDRESS** \_\_\_\_\_  
\_\_\_\_\_

☐ **SECTION E: PERSONAL SERVICES**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

☐ OWN ☐ LEASE

CITY/STATE/ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ DRIVER LICENSE  
# \_\_\_\_\_

OTHER PROPERTY ADDRESSES OWNED IN WITHIN  
DETROIT \_\_\_\_\_

\_\_\_\_\_ **SOCIAL SECURITY NUMBER**

**EMAIL  
ADDRESS** \_\_\_\_\_

**FOR TREASURY COLLECTION USE ONLY:**

☐ APPROVED ☐ DENIED ☐ DENIED WITH ATTACHMENTS

UNTIL \_\_\_\_\_ CLEARANCE VALID

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## **Exhibit J**

### **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 K**  
**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 L**  
**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 RFQQ 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 M**  
**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 N**  
**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 O**  
**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 R**  
**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 #23AD364**

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: \_\_\_\_\_